

Professional Services Appraisal – Flow Chart

Before the meeting

Date agreed at least two weeks before

Appraisee completes Before the Meeting section of the form and sends to Appraiser at least a week before the meeting

Appraiser may add/change the topics for discussion and sends the form back to Appraisee at least three days before the meeting (taking account of part-time staff working patterns). This is now the agreed agenda for discussion (no surprises).

Meeting happens

Both parties make notes of the discussion and agree objectives and PDP

After the meeting

Appraisee writes up their agreed objectives and PDP and sends to Appraiser within 2 weeks of meeting

Appraiser may add/change objectives/PDP and adds their comments (feedback, thanks, emphasis on objectives). Appraiser sends form back to Appraisee

Appraiser and Appraisee both agree and sign meeting outcomes

Where Appraiser and Appraisee cannot agree outcomes, the Appraiser's Appraiser is asked to support and resolve

Form is stored as agreed within the Department – as a minimum, both Appraiser and Appraisee have a copy

Agreed objectives and PDP are brought to every subsequent one-to-one for progress report/amendment

