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| **My Performance Appraisal****‘How to’ Guide****7 Steps to a Positive Appraisal** |
| **Step 1: Introduction**1. Preparation for Meeting:
* staff member - complete my in year review, reflect on achievements, career aspirations, learning needs and reflect on feedback for manager.
* Manager – make sure have undertaken one direct observation prior to meeting and audited one case file. Reflect on workers performance, key performance actions and feedback for worker.
1. Introduction to the meeting
2. Discuss Highs and lows
3. Discuss wellbeing
4. Discuss manager support and feedback
 | **Step 4: Learning and Development**1. Agree or review learning needs for current role or to support future career aspirations
2. Consider different learning needs:
* Statutory and Mandatory
* Professional and technical
* Behavioural and personal
1. Consider different learning and development opportunities:
* Training courses
* Work shadowing
* Independent Learning
* Group Supervision
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| **Step 2: Discuss Service and Corporate Priorities**1. Ensure worker aware of key corporate and service priorities and what they mean for them as an individual worker
2. What role do they have to play in meeting key priorities?
 | **Step 5: Feedback**1. Give and receive feedback
2. Provide feedback that is fair, balanced and constructive
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| **Step 3: Reflect on Knowledge and Skills Framework**1. Is the worker competent in all areas?
2. Where is the evidence for this?
3. Are there any identified learning needs
4. Would you be willing to endorse this worker for accreditation confident that they meet all requirements and would be capable of being tested in these key areas?
5. If undertaking a Performance Appraisal with a Social Worker how do they meet the PCF Domains?
 | **Step 6: Complete Individual Performance, Learning and Development Plan**1. Plans to be informed by information shared and discussed in meeting
2. Plan to be informed by observations of practice and oversight of work
3. Informed by performance over the past 6/12 months
4. Plans to focus on continuous improvement and development for the individual worker
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|  | **Step 7: Next Steps**1. Staff member to write up form – within 7 days of meeting
2. Manager to add their feedback
3. Both parties to agree content of form
4. Set dates for next meeting
5. Hold informal conversations during the year
6. Midpoint review to take place
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****Performance conversations to take place in April/ May with reviews October/November

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