**Cancer Institute Career Development Form**

**UCL CANCER INSTITUTE**

To be completed during annual Appraisal

The Cancer Institute is committed to developing and maintaining an environment where staff from all backgrounds can flourish, and so we recognise the importance of taking a proactive stance in creating equality of opportunity.

This form has been designed for use in parallel with the UCL appraisal forms, and aims to encourage staff to discuss their career development and work-life balance in the appraisal setting.

Appraisee’s can opt-out of completion by signing the appropriate statement below. Otherwise, appraisers must go through the form with the appraisee.

All forms must be returned to the UCL Cancer Institute HR Office with the standard UCL HR appraisal form, even in the case of appraisee opt-out. (Content boxes will expand as necessary).

|  |  |
| --- | --- |
| Appraisee  |  |
| Appraiser  |  |
| Date of appraisal |  |

**Promotion opportunities**

For **Professional Services** staff (Admin, IT/database, Trial & Data management, Lab Tech.) progression is by applying for posts at a higher grade or by re-grading of the post.

[ucl.ac.uk/human-resources/grading-professional-services-jobs-ucl](https://www.ucl.ac.uk/human-resources/grading-professional-services-jobs-ucl)

For **Academic posts** the criteria for promotion are available at:
[ucl.ac.uk/human-resources/policies-advice/academic-career-framework-and-promotions-processes](https://www.ucl.ac.uk/human-resources/policies-advice/academic-career-framework-and-promotions-processes)

Have promotion opportunities been discussed? Please tick/select

* Yes
* Appraisee didn’t wish to discuss

|  |
| --- |
| What were the views of the Appraisee and Appraiser of the potential for applying for promotion in the next 12 months?  |

|  |
| --- |
| What were the views of the Appraisee and Appraiser of the support currently available or that could be put in place to help the Appraisee meet the criteria for promotion?  |

**Accelerated increments or contribution points**[ucl.ac.uk/cancer/staff-intranet/human-resources/promotion-and-rewards/faculty-reward-committee](https://www.ucl.ac.uk/cancer/staff-intranet/human-resources/promotion-and-rewards/faculty-reward-committee)

Has the potential for application for accelerated increments or contribution points been discussed? Please tick/select

* Yes
* Appraisee didn’t wish to discuss

|  |
| --- |
| What were the views of the Appraisee and Appraiser of the potential for applying for accelerated increments or contribution points in the next 12 months?  |

**Mentoring and/or coaching**

UCL information: [ucl.ac.uk/human-resources/learning-development/career-experiences](https://www.ucl.ac.uk/human-resources/learning-development/career-experiences)

Cancer Institute mentoring scheme: [ucl.ac.uk/cancer/about-us/careers-and-staff-development/development-and-support/mentoring](https://www.ucl.ac.uk/cancer/about-us/careers-and-staff-development/development-and-support/mentoring)

Have the opportunities for coaching and/or mentoring and the potential benefits of such schemes been discussed? Please tick/select

* Yes (as a mentor or mentee)
* Appraisee didn’t wish to discuss

|  |
| --- |
| What were the views of the Appraisee and Appraiser of the opportunities for mentoring and/or coaching over the next 12 months?  |

**UCL mandatory training**

[ucl.ac.uk/human-resources/learning-development/mandatory-learning](https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning)

Have you completed the UCL online **Diversity training**?
[ucl.ac.uk/equality-diversity-inclusion/equality-training/online-diversity-training](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-training/online-diversity-training)

* Yes
* No, but I will complete this training

Have you completed the UCL online **Unconscious Bias training**?
[ucl.ac.uk/human-resources/learning-development/mandatory-learning](https://www.ucl.ac.uk/human-resources/learning-development/mandatory-learning)

* Yes
* No, but I will complete this training

**Workload and work-life balance**

[ucl.ac.uk/equality-diversity-inclusion/equalityucl/work-life-balance-policy](https://www.ucl.ac.uk/equality-diversity-inclusion/equalityucl/work-life-balance-policy)

Have the issues of workload & work-life balance been discussed? Please tick/select

* Yes
* Appraisee didn’t wish to discuss

|  |
| --- |
| What were the views of the Appraisee and Appraiser on these issues? |

**Appraisee – please delete the statement that does not apply and sign as appropriate:**

* These issues have been discussed to my satisfaction ………………………….
* I do not wish to complete this form…………………………………….

**Appraiser – please delete the statement that does not apply and sign as appropriate**

* These issues have been discussed with the Appraisee………………………….
* The Appraisee did not wish to complete this form…………………………………….

