# UCL Appraisal, Review and Development Scheme

Prior to completing, please visit [Developmental Conversations](https://www.ucl.ac.uk/human-resources/learning-development/career-experiences/developmental-conversations) for further guidance and access to a short on-line learning module to support this process.

When complete, this form should be stored securely in the department (see section 7.3. of the [UCL Appraisal, Review and Development Scheme policy](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/appraisal_policy_january_2018_-_policy_1.0.pdf)) and a copy given to the appraisee.

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| Name of Appraisee: |  |
| Post: |  |
| Department / Division: |  |
| Date of appointment topresent post:  |  |
| Name of Appraiser: |  |
| Date of meeting: |  |

## PART A

**To be completed by the Appraisee and shared with the Appraiser at least 5 working days before the review meeting.**

1. A short summary of your main achievements in relation to your goals and any changes in your responsibilities or workload since the last review (or in the previous 12months if there has not been a previous review). Also outline any impact on your workload or achievements due to the COVID19 crisis and lockdown.

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1. A short reflection on any key learnings

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1. Priorities anticipated in the coming review period and any developmental or practical support that you will need to achieve them, including any reasonable adjustments to workload, working hours or objectives. This may also include any considerations on the impact that COVID-19 may continue to have. Also list any career aspirations you may have and the development required to get there.

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## PART B

**Summary of conversation following meeting.**

1. Achievements since last review (Appraiser to provide short summary):

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1. Opportunities for further development (Appraiser to provide short summary):

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1. Goals to be agreed for the coming review period (Appraisee and appraiser to complete together):

Goals are to be reviewed and refreshed regularly in 1:1 developmental conversations. They should address [UCL’s 4 dimensional approach to goal setting](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/intro_to_4d_goal_setting_0.pdf), designed to provide you with purpose for achieving your full performance potential. Structuring your goals in this way allows you to incrementally strengthen your professional development across [UCL’s Career Frameworks](https://www.ucl.ac.uk/human-resources/policies/2020/jun/career-frameworks), achieve greater focus and fulfilment in the work that you do, while embracing [UCL's Ways of Working](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working) in the delivery our academic mission.

**Discover** your potential. This goal is designed to help you build on your strengths in other areas, try something new, outside of your comfort zone that is relevant to your career path. It is expected to have one goal identified here.

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**Deliver** your department’s/division’s priorities. These goals will typically capture the contribution you will make this year, for example to overcome particular barriers, to introduce new efficient initiatives, to transfer your knowledge and/or upskill others. It is expected to have three goals identified here.

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**Review of job description** to ensure that it is up to date

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**Demonstrate** [UCL’s Ways of Working](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working). These goals capture improvements you can put in place in the way you approach your work to enhance your performance further. It is expected to have one goal identified here.

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1. Any actions required to enable goals to be achieved, including any reasonable adjustments to working patterns or support networks (Appraiser to complete)

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Any additional comments by Appraisee:

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## Part C

All staff are expected to undertake relevant learning and development activities during the year, guided by UCL’s career frameworks and [ways of working](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working).

For guidance on available learning and development programmes as well as on-line learning, please consult the Organisational Development website at: [www.ucl.ac.uk/hr/osd/](http://www.ucl.ac.uk/hr/osd/)

Description of developmental interventions desired with target dates:

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Summary and evaluation of learning and development activities undertaken since the last review (if none, please make that clear with rationale):

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| Appraisee’s electronic signature: |  |
| Appraisee’s name:  |  |

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| Appraiser’s electronic signature: |  |
| Appraiser’s name:  |  |
|  |  |
| Date of review meeting: |  |

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| Head of Department / Division’s Signature: |  |
| Date: |  |

**PART D**

Form to be used in the event of a disagreement between Appraiser and Appraisee regarding the content of a completed Staff Review form.

Appraisee’s name:

Appraiser’s name:

Department/Division:

Please outline your main area(s) of concern:

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I note that the above named Appraisee wishes to raise concerns regarding his/her completed Staff Review.

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| Appraiser’s electronic signature: |  |
| Date:  |  |

Once this form is completed and signed it should be forwarded with a copy of the completed review documentation (parts A, B & C) to the Appraiser's line manager or designated Reviewer, who will meet with the Appraiser and Appraisee and consider the concerns raised.