**Appraisal Review and Development Scheme**

**LONDON’S GLOBAL UNIVERSITY**

**Technical Professionals**

UCL appraisals should take place every 12 months (following successful completion of the probationary period of employment). Wherever possible, they should be carried out in line with the UCL Annual Appraisal Season which runs from January to April of each year. The UCL Annual Appraisal Season is designed to drive improved uptake of appraisals and enable better reporting across the organisation, to ensure that all staff have an opportunity to review and develop their performance and skills.

Prior to completing this process, both the appraiser and appraisee should visit the [Appraisal, Review and Development Scheme Resources webpages](https://www.ucl.ac.uk/human-resources/policies-advice/appraisal-review-and-development-scheme) for further guidance and access to on-line learning resources. The appraisee should also complete Part A and the appraisee checklist (located at the end of the document) before sending the completed appraisal to the appraiser (at least 5 days before the appraisal meeting).

The descriptors in the Career Framework for Technical Professionals should be used to support appraisal discussions, training needs, development opportunities, and career planning.

The Appraisal Review form is strictly confidential and must be stored securely within the Department. It should be accessible only to the appraiser, the appraisee, and the Head of Department or the Head of Section (where they are not the appraiser). The appraiser should provide a copy to the appraisee and record the completion in MyHR to support compliance reporting. A guide on [how to record appraisals in MyHR](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/recording_appraisals_in_myhr.docx) can be found here.

Appraisees should consider whether their current job description is up to date. If not, they should bring it to the appraisal meeting for discussion. If a copy of the job description is not available, line managers, departmental HR (Human Resources) leads, or HR Business Partners (HRBPs) should be able to access a copy.

|  |  |
| --- | --- |
| **Name of Appraisee:** |  |
| **Post:** |  |
| **Division / Department:** |  |
| **Date of appointment to present post:** |  |
| **Name of Appraiser:** |  |
| **Date of appraisal meeting:** |  |

**Part A: Review of the last year**

Appraisee to complete in advance of the appraisal meeting.  The information captured in Part A (and the optional checklist located at the end of the form) will inform your appraisal conversation.

1. **Pre-Appraisal Meeting**   
   Summarise progress against the goals set in your previous appraisal relating to the four categories (as they apply to your role). **Please refer to Part B for a description of the four categories below**:

1.1. Professional practice

1.2. Interpersonal skills

1.3. Management, planning & delivery.

1.4. Governance & compliance

The division of your workload between the four categories of activity will vary depending on your individual role.

|  |
| --- |
| **Objectives and goals achieved last year.** |
|  |

**2. Professional Development activity**

Please record any development activity you have undertaken since your last appraisal.

|  |
| --- |
| **Details of development activity undertaken** |
|  |

Please record below any development activity you would like to undertake over the next 12 months. Development activity could include work-based learning, formal education, self-directed learning, professional activity, or others e.g., volunteering, outreach.

The UCL [Technical Staff SharePoint](https://liveuclac.sharepoint.com/sites/UCLTechnicalStaff/SitePages/Learning-and-Development-Project.aspx) site is a good starting point to explore development opportunities at UCL.

You should dedicate at least 3 days per year (pro rata for part-time staff) to professional development and learning events, which should be logged in MyHR to maintain a record of your development activity.

|  |
| --- |
| **Details of proposed development activity** |
|  |

**3. Institutional Citizenship activity**

Please record any additional activities that you are currently involved in e.g., EDI (Equality, Diversity, and Inclusion) related activities, Communities of Practice, Mental Health First Aider, working groups, staff networks, fundraising, and philanthropy work.

|  |
| --- |
| **Details of Institutional Citizenship activity** |
|  |

**4. Mandatory Training**

To keep colleagues safe and well at work, all staff at UCL must be compliant with [mandatory training requirements](https://www.ucl.ac.uk/human-resources/organisational-development/training-inductions-and-leadership/mandatory-training). You may also have mandatory training that is specific to your role (e.g., Safety and Fire in labs).

|  |  |
| --- | --- |
| Please check your training record in [LearnUpon](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fucl.learnupon.com%2Fsaml%2Finit%3Fredirect_uri%3D%2Fdashboard%3Fdisplay%3Dmy_courses&data=05%7C01%7Cl.fahad%40ucl.ac.uk%7Cd1ee33cd15e14d83083108da59c61388%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C637921004505180342%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hfumUQvlPHZWfotJPywkgHAUy%2FmXiXc2NUGrHnoQnw0%3D&reserved=0) to ensure you are compliant. Are you up to date with your Mandatory Training? | **Y or N** |

**5.** **Declarations of Interest**

Senior staff (Grade 10 staff, Heads of Department, and other senior members of staff) [are required to submit an annual declaration of interests](https://www.ucl.ac.uk/enterprise/about/governance-and-policies/ucl-disclosure-conflict-and-declaration-interest-policy) every year through the ['Declaration of Interest' feature in Inside UCL.](https://app.ucl.ac.uk/InsideUCL/DeclarationOfInterest)

|  |  |
| --- | --- |
| Have you submitted your annual Declaration of Interests for the current declaration year (1 August to 31 July)? | **Y, N or N/A** |

**6. Disclosures of Conflict**

UCL staff [must make a conflict of interest disclosure](https://www.ucl.ac.uk/enterprise/about/governance-and-policies/ucl-disclosure-conflict-and-declaration-interest-policy) as soon as there is a risk that a conflict or potential conflict might arise or be perceived.

If you have a conflict of interest, you must disclose it on the ‘UCL Manage Conflicts and Declare Interests’ system (accessed via [www.ucl.ac.uk/myhr)](https://www.ucl.ac.uk/myhr) and develop a conflict management plan to mitigate the risks to you and UCL.

|  |  |
| --- | --- |
| Have you disclosed a conflict of interest and developed a conflict management plan? | **Y, N or N/A** |

**Part B: Planning for next year** (To be completed in discussion during the appraisal meeting)

1. **Setting Objectives**

Use the boxes in this section to set out your objectives for the coming review period. These should be agreed in the appraisal and reviewed regularly in 1-1s.

|  |
| --- |
| * 1. **Professional Practice** (This may include analysis, problem solving, research impact and publications, grant applications, pedagogy, training and demonstration, teaching, design and production, equipment, instrument, and machinery knowledge). |
|  |

|  |
| --- |
| * 1. **Interpersonal Skills** (This may cover communications, teamwork, networking, collaborations, supervision, knowledge transfer and enabling, presentations, production and dissemination of research/innovative outputs, liaising with facility service providers, stakeholders and external parties). |
|  |

|  |
| --- |
| * 1. **Management, Planning and Delivery** (This may include projects/tasks/service delivery, procurement, budgets, instrument/facility bookings, managing resources and infrastructure, strategic planning, leadership, succession planning, workforce development, timetabling, administration). |
|  |

|  |
| --- |
| * 1. **Governance and Compliance** (This category might cover implementation of health and safety practices (e.g., risk assessments, standard operating procedures, H&S policies, waste management), promoting safe and sustainable workplace practices, adherence to legal/professional standards and requirements, compliance with UCL policies and procedures (e.g., finance, HR etc).). |
|  |

1. **Support arrangements for the year**

Please use this section to record any specific support arrangements discussed and agreed for the next 12 months to assist you with your objectives or career development.

|  |
| --- |
|  |

1. **Summary of appraisal conversation**

(Appraiser to record key points of the discussion after the meeting)

|  |
| --- |
|  |

**Part C: Appraisal Sign-off**  
We do not require an electronic signature on this document. By adding your name this signifies your sign off. Please make sure the appraisee has ‘signed off’ on the appraisal before the appraiser and Head of Department finalise the form.

Please review the appropriate checklists below prior to signing off this form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Appraisee:** |  | **Date** |  |
| **Name of Appraiser:** |  | **Date** |  |
| **Name of Head of Department:** |  | **Date** |  |

Once sign-off is complete, please record the completion in MyHR. A guide on how to record appraisals can be found [here](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/recording_appraisals_in_myhr.docx).

|  |
| --- |
| In the event of a disagreement between the Appraiser and Appraisee regarding the content of the completed appraisal form, please complete the following form and submit this to the HoD.  [Request to review Appraisal process](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/request_to_review_appraisal_process.docx) |

**Checklists for Appraisee and Appraiser**

Appraisee and appraiser to review the appropriate checklist and respond to the questions as appropriate. The hyperlinks will take you to pages on the UCL website which you may find helpful to review ahead of the appraisal meeting. It is not essential that all the pages are reviewed.

|  |  |
| --- | --- |
| **Checklist for the appraisee**  (Complete this section before your appraisal meeting) | **Answer**  **Y, N or N/A** |
| **Career and Development Planning**  You can develop a [professional development plan](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/professional_development_plan_final_19.12.22.docx) for use throughout your career at UCL. Details of appraisals and [career conversation](https://liveuclac.sharepoint.com/sites/UCLTalent/SitePages/Career-Conversations.aspx) can be recorded here. | |
| **Development/Support Needs** | |
| * During the appraisal meeting, do you wish to discuss any of the following? | |
| * A review of your working pattern? |  |
| * [Adjustments Passport](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality/what-reasonable-adjustment/adjustments-passport) to record any [reasonable adjustments](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-and-support/disability-equality/defining-disability-and-reasonable-adjustments) and flexible working arrangements? |  |
| * Any [wellbeing or mental health](https://www.ucl.ac.uk/human-resources/workplace-health) concerns? |  |
| * Support to actively [manage your career](https://www.ucl.ac.uk/human-resources/organisational-development/tools-career-development-and-progression) aspirations and future plans? |  |
| * Specific support for [researcher development](https://www.ucl.ac.uk/human-resources/learning-development/learning-academy/researcher-development)? |  |
| * Support to access the [UCL Arena Fellowships](https://www.ucl.ac.uk/teaching-learning/professional-development/arena-fellowship)? |  |
| * Membership of [staff networks and groups](https://www.ucl.ac.uk/human-resources/pay-benefits/staff-networks-and-groups)? |  |
| * Access to [staff equality networks](https://www.ucl.ac.uk/human-resources/staff-equalities-networks)? |  |
| * [Coaching or Mentoring](https://www.ucl.ac.uk/human-resources/learning-development/coaching-mentoring-and-team-development) support? |  |
| * Support to attend conferences or events (internal or external)? |  |
| * Request for [Accelerated Incremental Progression or Award of Contribution Point](https://www.ucl.ac.uk/human-resources/accelerated-incremental-progression-or-award-contribution-point-procedure) |  |
| * [Honoraria or acting up allowance](https://www.ucl.ac.uk/human-resources/policies/2023/aug/honoraria-and-acting-allowances-all-groups-staff) |  |
| * [Regrading of current role](https://www.ucl.ac.uk/human-resources/policies/2023/oct/grading-procedure-professional-services-jobs) |  |

|  |  |
| --- | --- |
| **Checklist for the appraiser**  (Complete this section before your appraisal meeting) | **Answer**  **Y, N or N/A** |
| **Career and Development Planning**  Appraisal conversations and personal development planning to create a series of regular and joined-up career and development conversations. These conversations should help you give feedback and discuss the value the person brings to the team, understand the aspirations of the appraisee, what development or support they may need to sustain or enhance their performance against agreed objectives. | |
| * Do you conduct regular 1-1s with the appraisee? |  |
| * Have your recently conducted a career conversation with the appraisee and encouraged them to start to complete a development plan? |  |
| * If not, when are you planning to do this? |  |