# **Request to review Appraisal process**

**LONDON’S GLOBAL UNIVERSITY**

This form is to be used in the event of a disagreement between the Appraiser and Appraisee regarding the content of a completed Appraisal form.

**Appraisee’s name:**

**Appraiser’s name:**

**Department:**

**Date:**

Please outline your main area(s) of concern **(appraisee to complete):**

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**Appraiser to complete:**

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

We do not require an electronic signature on this document. By adding your name this signifies your sign off.

**Appraiser’s name:**

**Date:**

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