



PERFORM for Wirral

Performance Appraisal and Development

About you

Name	Department
Employee No	Last Appraisal
Role	Appraisal Date
	Planned Review Date

Section 1: Looking back

Reviewing your objectives

What did you achieve?

Which Wirral Values did you demonstrate to achieve your objectives effectively?

	Last year's work objectives	Results achieved			Score
		What did you achieve?	What was the outcome?	Which Wirral Values did you demonstrate?	
1					
2					
3					
4					
5					
6					

What did you achieve against Our Leadership and Management Expectations, and Our Values and Behaviours?

		Results achieved		Score
		What do you do well?	What do you need to improve?	
1	Our Leadership and Management Expectations			
2	Our Values and Behaviours			

Scoring criteria

Each objective should be measured against the following scoring criteria:

Score	Description
N/A	Not Applicable - unable to achieve due to other factors.
1	Not Achieved - has not achieved the required performance.
2	Partially Achieved – has partially achieved the required performance.
3	Achieved – has achieved the required performance.
4	Exceeded – has achieved and exceeded the required performance.

Our conclusions and next steps

What conclusions can we make from this year's performance?

What actions do we need to take as a result?

If objectives were not achieved, what lessons can we learn?

Section 2: Where are you now?

What has changed/is changing in your work environment?

What does this mean for you?

Section 3: Looking forward

Section 3.1: Setting your objectives

In discussion with your Manager, consider what needs to be achieved and how will you go about it?

What objectives do you need to deliver to do your job and contribute to the delivery of the Departmental Plan?

	SMART Objectives: work (Specific, Measurable, Achievable, Relevant & Time bound)	What will the outcome be?	Which Wirral Values & Behaviours are important to achieve these objectives?
1			
2			
3			
4			
5			
6			

Objectives should include job specific competencies and/or relevant professional standards where applicable.

In discussion with your Manager, consider what needs to be achieved in relation to Our Leadership and Management Expectations and Our Values and Behaviours

	SMART Objectives (Specific, Measurable, Achievable, Relevant & Time bound)	What will the outcome be?
1.	Our Leadership and Management Expectations	
2.	Our Values and Behaviours	

Section 4: Personal Development

Section 4.1: Reviewing Your Personal Development Plan

What learning and development have you undertaken?
 How did this learning help you meet your objectives?
 How have you addressed your 360 degree feedback? (if applicable)

Section 4.2: This Year's Personal Development Plan

What learning and development do you need to achieve your objectives and support you ongoing development?

What priorities for development from the 360 degree feedback you received, need to be incorporated? (if applicable)

Learning and Development from the Corporate Programme (e.g. workshops, courses etc)

What	How	By When	Progress

Please copy any Learning and Development requests identified in the box above, on to training application forms and ask your manager to approve and email them to trainingapplications@wirral.gov.uk, or post the form to the Organisational Development Team, Wallasey Town Hall, South Annexe.

Learning and Development in the workplace (informal approaches e.g. shadowing, mentoring, job swaps)

What learning and development can your manager commit to now?

What	How	By When	Progress

Section 5: Comments

Are there any additional comments?

Our Checklist

	<input checked="" type="checkbox"/>
CRB	
Conflict of Interest	
Gifts and Hospitality	
Qualifications	
Driving licence	
Skills for Life (literacy, numeracy, ICT)	

Please send an email to trainingapplications@wirral.gov.uk to confirm that this performance appraisal and development meeting has taken place. Include employee name, employee number and the date of the meeting.

Employee signature:

date:

Manager signature:

date:

Senior Manager signature:
(if applicable)

date:

Senior Manager Comments (if appropriate):

The performance Appraisal and Development documentation will be kept on the employee's personal file and will be kept confidential in line with normal line management arrangements.