

Appraisals

NHS

Professionals

International



Appraisals

Regular appraisal meetings are a common practice and are important opportunities to discuss your career, job satisfaction, challenges, and future aspirations. These conversations focus on you and provide a chance to collaborate with your manager on how your employer can support your professional goals.

Preparation and process:

- Take time to prepare for your appraisal and understand its components
- The meeting typically takes place with your line manager, who will provide the necessary paperwork in advance. After the meeting, you'll receive a copy for your records

Each organisation has its own process and paperwork, but all will likely have these similar elements:

Current role:

- Discuss your current role, highlighting what you have enjoyed and found rewarding. Share key achievements or successes, supported by evidence like patient feedback or reports
- Review any challenges or obstacles you have encountered

Objectives:

- Discuss and agree on your objectives, which are key performance goals you aim to achieve. These could include developing clinical skills, gaining knowledge in a specific area, attending meetings, or undertaking team management or teaching roles
- Understand the objectives of your ward/area and organization, as these will likely influence your personal goals

Career development plans:

- Use the appraisal to discuss your career aspirations and prospects. Your career goals may evolve, and this meeting is a good time to review them and assess your current capabilities and confidence
- Identify learning and development needs to support your career growth

Wellbeing check-in:

- Your manager may use the appraisal to understand how to support your overall well-being, including physical, mental, social, and emotional health
- Discuss any circumstances that may require adjustments or support, and explore resources or networks that could be beneficial