**\*Self-Reflection\***

**Gathering Evidence/feedback (on-going process)**

**Complete paperwork and send to Appraiser with plenty of time to spare**

**Be positive**

**Decide what you want out of the appraisal**

**Appraisee**

**“How to make it Positive & meaningful”**

**Appraiser**

**Before**

**Enough Time**

**Honest discussion – 2 ways**

**Proper review of realistic objectives – set over year – not all at once**

**Discuss next time for a chat- regular conversations and set initial date**

**Valuation of what you`ve done**

**Skills- listening, ask questions – gain clarity, silence**

**Appraisee**

**Appraiser**

**During**

**Making Staff feel welcome – safe environment**

**Facilitates conversation- focus**

**Time and space for reflection**

**Listening**

**Feedback (timely)**

**Constructive Conversation**

**Challenging is ok- Respectful**

**Agree team objectives**

**Pre-conversation- colleagues who work with Appraisee**

**Read previous appraisal**

**Plan/Structure appraisal**

**Recap organisational objectives/priorities**

**Preparation**

**Re-look at job Description**

**Appraiser reflection**

**Housekeeping/setting the scene**

**Appraisal training write up**



**Motivated**

**Excited**

**Stuck**

**Valued**

**Warm**

**Happy**

**Supported**

**Helped**

**Calm**

**Relaxed**

**Development**

**Personal growth**

**Support**

**Honest feedback both positive and constructive**

**Time to reflect**

**What do you want from appraisals and how do they make you feel?**

**Appraisals make me feel:**

**What I want from appraisals is:**