

Appraisal template for care and support professionals

**Name of supervisee:**

**Name of supervisor:**

**Date:**

**Summary of your main achievements and performance over the last 12 months**

* How have you demonstrated our organisational values in your work?
* What have been your main achievements?
* What was your proudest moment?
* Did you meet the objectives set out in your last appraisal?
* What has been working well over the last 12 months?
* What hasn’t been working well? What change would you like to see?
* How has your wellbeing and attendance been?

**Suggested work and career objectives for the next 12 months**

* What are your career goals?
* Is there any training or learning you would like to complete?
* Do you have all the digital skills and equipment you need to do your job?
* What are your personal objectives?

**Performance Summary (supervisee’s comments)**

This is the supervisee’s opportunity to summarise how they feel about their performance and achievements over the last 12 months.

**Ideas and suggestions to develop our organisation**

* What changes would you like to see in our organisation?
* What could we implement to make it easier for you to do your job?
* How do you like to be rewarded for your achievements and for going above and beyond in your work?

**Supervisor’s reflections**

This is the supervisor’s opportunity to summarise their reflections on the supervisee’s performance and achievements over the last 12 months.

* How has the supervisee demonstrated our organisational values in their work?
* What have been their main achievements?
* Did they meet the objectives set out in their last appraisal?
* What has been working well over the last 12 months?
* What hasn’t been working well? Outline areas for change or improvement

**Wellbeing and attendance (supervisor to complete)**

This is a space for the supervisor to outline the supervisee’s wellbeing and support needs and any actions that need implementing moving forward.

**Agreed work and development objectives for the next 12 months**

Set some SMART targets for the next 12 months

S – Specific

M – Measurable

A – Achievable

R – Relevant

T – Time-bound

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| --- | --- |
| Objective | Target date for completion |
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|  |  |

Supervisor’s signature:

Date:

Supervisee’s signature:

Date: