

Nursing and HCA Appraisal Form



PRE – APPRAISAL FORM

Individuals Name and Initials	
Job title	
Appraisers Name and Initials	
Date for Review	

Staff Appraisal is a necessary aspect of working at Xander Recruitment Group so that we can ensure that you are developing and able to competently carry out the role assigned to you .

Please complete and return this Form to your Line Manager at least 2 weeks before the date of your review appointment.

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WHY APPRAISE STAFF?

Xander Recruitment Group need to know that:

- All members of staff do what is required of them by Xander Recruitment Group
- Staff are willing to improve their personal contribution to the agency.
- Staff want to help improve the performance of themselves.
- Staff are looking to grow and improve their position within Xander Recruitment Group

Staff members should:

- Have a clearly defined role within Xander Recruitment Group, supported by a current job description
- Be aware of their responsibilities and limitations
- Know the lines of management within Xander Recruitment Group
- Be aware of minimum standards of work expected of them
- Be able to plan for future career developments
- Be able to meet the objectives of Xander Recruitment Group

Appraisals are established to achieve the points above through a structured discussion about performance and aspiration.

THE PROCESS

This is an annual process. The forms, completed by the member of staff, should be used as a guide for discussion during the appraisal. Timings of appraisals are agreed with Line Managers.

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PERSONAL PREPARATION FORM

This form is intended to help you:

- Identify your current job and its strengths and needs
PART A
- Consider your developmental needs and those of Xander Recruitment Group
PART B

PART A: Your current job and its strengths and weaknesses

1. Are you clear what the aims and objectives of your role are?

2. Looking at your Job Description, has your job changed significantly in the last 12 months? If so, how?

3. Do you or have you in the last year undertaken any additional paid work?
Please give details of role, frequency, hours etc.

4. Which Aspect of your job for Xander Recruitment Group gives you greatest satisfaction? Why is this?

5. Are there additional skills developed elsewhere which would fit in with your job description and role within Xander Recruitment Group that are not currently used in your job?

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13. How do you feel you relate with other staff and patients?

PART B: YOUR DEVELOPMENTAL OR TRAINING NEEDS

Look back at what you have said about yourself in part A. Now consider what actions and commitments may be necessary on your part to pursue your work interests.

Please list training and study leave undertaken since your last Appraisal here to help you with this.

Date of course	Topic	How has this enhanced your role

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1. What are your main developmental and updating needs for the next year?
2. What are the priorities and how do these fit in with the Xander Recruitment Group priorities?
3. Has the lack of any skill or knowledge limited your progress in your job to meet your job description?
4. What actions could be planned to meet these developmental needs?
5. Do you have any other ideas or suggestions for improvement (please list)

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PERFORMANCE APPRAISAL

To be completed by Line Manager during appraisal

NAME:

AGREED OBJECTIVES

List below the objectives agreed in the appraisal. Make sure they are specific, measurable and have a realistic timescale.

DEVELOPMENT PLAN

List below any training or other development needs which have been identified. Select the most appropriate activities for meeting the needs (e.g., training course, on-the-job training, work shadowing, reading, etc) and set a timescale.

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Confirmation of Indemnity insurance RCN / MPS

Current NMC registration where appropriate and renewal date.

Qualifications held

We agree that this review and the plans in it are a true reflection of the appraisal.

Individual's Signature	Date
Line Manager's Signature	Date