

SLaM's appraisal and personal development planning system for managers

SLaM's [Performance Development Policy](#) requires all staff to have an annual appraisal in the specified appraisal window, usually between April to June. **The Appraisal Form is on LEAP,** and, as of 2022, it has 6 sections:

- **“You”** – staff members reflect generally on themselves and their role.
- **“Health & Wellbeing”** – covering wellbeing at work, including reasonable adjustments and flexible working.
- **“Looking Back”** – staff members reflect on the previous year's achievements.
- **“Looking Forward”** – staff and managers consider and agree the objectives and learning goals that the team member will pursue in the coming year.
- **“Mandatory training”** – lists current compliance status, as recorded on LEAP.
- **“End of Year Assessment”** – after the appraisal meeting, staff members and line managers (or those appraising on their behalf) make comments on overall performance and Appraisers give a provisional performance rating.

Workshops & Documenting Online

[Appraisal & Performance Development workshops](#) are available to all staff who currently supervise and carry out appraisals. The workshops aim to equip participants with practical knowledge of the Trust's approach to developing high performance through the use of managerial supervision and appraisals. [Workshops can be booked here.](#)

Documenting Appraisal Online

- LEAP provides a mechanism for streamlining and recording appraisals but the strength of the process is underpinned by the quality of preparation and discussions between staff members and those appraising them.
- Online recording of [Appraisal via LEAP](#) takes place through a series of stages, mirroring the Looking Back, Looking Forward and Assessment discussions during Appraisal.

Accessing the Appraisal forms on LEAP

You can access the Appraisal form on LEAP any time. You do not need to complete it in one go.

Either you or the Appraisee can start the form.

Accessing as a Line Manager

1. Click the **My Team** menu on the top bar of LEAP

2. In the **My Team's Appraisals** section (for this year), find the right person, and click the "Open appraisal" link for that person

LEAP Learn • Engage • Aspire • Perform

Home Getting Started Help My Essential Learning ▾ Appraisal ▾ **My Team** Reports Revalidation Calendar Browse Courses

Home / My Team (Managers Only)

MANAGEMENT SUPERVISION

Record New Management Session

View Past Management Sessions

UPDATE EMPLOYEES

Don't see a team member listed?

Please complete a **Staff Change form** to ensure HR's **Employee Staff Record (ESR)** data is correct. LEAP relies on data imported from ESR to show the most up to date details of your team.

If you have queries about the change forms already completed please contact payroll@slam.nhs.uk

For enquiries about staff in your team please contact your **HR Business Partner (HRBP)**.

MY TEAM

Employee's Full Name	Start Date	Training Compliance	Appraiser Name	Appraiser Email
Ccc TestUser		0%	Maggie Test Manager	
Maggie Test Manager		0%	Ddd TestUser	

View full report

MY TEAM'S APPRAISALS - 2021

Employee	Appraiser	Progress status	Date completed	Link to Appraisal
Ccc TestUser	Maggie Test Manager	In-progress		Open appraisal
Maggie Test Manager	Ddd TestUser	In-progress		Open appraisal

members, their appraisal and supervision records, as well

3. NB: this **My Team** listing has the only links you now need as an appraising manager. If you are a *delegated* appraiser, you should use the **My Appraisees** listing – next slide

Accessing as a *delegated* Appraiser

1. Click the **My Appraisees** option on the top bar of LEAP

2. In the **My Appraisees** section (for this year), find the right person, and click the “Open appraisal” link for that person

3. NB: this **My Appraisees** listing has the only links you now need as a delegated appraiser. Line managers may use this listing also, but need not, as they can access their team’s appraisals under **My Team** — previous slide.

The screenshot shows the LEAP system interface. The top navigation bar includes 'Home', 'Getting Started', 'Help', 'My Essential Learning', 'Appraisal', 'My Team', 'Reports', 'Revalidation', 'Calendar', 'Browse Courses', and 'E&D Department'. The 'Appraisal' menu is expanded, with 'My Appraisees' circled in red. Below the navigation, the 'My Appraisees' section is active, displaying a table of appraisees. The table has columns for 'Appraiser', 'Manager', 'Progress status', 'Date completed', and 'Link to Appraisal'. Three appraisees are listed: Amanda Caldecourt, Jodi Richards, and Lisa Rajah, all with 'In-progress' status. The 'Open appraisal' links for each are circled in red. A green arrow points from the 'Open appraisal' link to the 'My Appraisees' menu item. Another green arrow points from the 'My Appraisees' menu item to the 'Open appraisal' link.

Appraiser	Manager	Progress status	Date completed	Link to Appraisal
Amanda Caldecourt	Lesley Young	In-progress		Open appraisal
Jodi Richards	Lesley Young	In-progress		Open appraisal
Lisa Rajah	Lesley Young	In-progress		Open appraisal

Appraisal Forms

APPRAISAL OVERVIEW & RESOURCES

PREPARING FOR APPRAISAL

1. "YOU"

2. HEALTH AND WELLBEING

3. LOOKING BACK

4. LOOKING FORWARD

5. APPRAISER'S END OF YEAR ASSESSMENT

Appraisal Overview & Preparation

This opening page has nothing for you to fill in, just a short video and some text explaining the purpose of Appraisals, as well as some prompts to focus the discussion.

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Page 1: "You"

This is an opportunity for the Appraisee to reflect on their role. This section should enable the Appraisal discussion to include their own personal progress and aims, not just the Trust's corporate objectives.

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Page 2: Health & Wellbeing

Here the staff member adds details about their health and wellbeing at work, including reasonable adjustments and flexible working.

"Health & Wellbeing" section - Overview

This section is a space for the Appraisee to talk about their wellbeing at work which includes reasonable adjustments and flexible working.
The Appraiser should summarise this discussion at the bottom of the page.

In the last year have you experienced a health-related condition that has affected (or continues to affect) your ability to do your job?

 Learner's answer

I am feeling fine right now, but suffered from stress-related conditions during large parts of the last year.... More details are

Over the last year, have you been able to balance work with your personal commitments and your health and wellbeing?

 Learner's answer

Yes, but

Over the last year, have you been able to access health and wellbeing support when you have needed to? Is there anything further your manager / team could do to support you in this area?

 Learner's answer

Initially my manager was unable to suggest changes or say what support was available, but during the year we identified a revised method of work that improved the condition, and my ability to stay on task....

Do you require any additional support with reasonable adjustments to carry out your work (e.g. working arrangements, IT, extra or specialised equipment)?

 Learner's answer

The main things that would I help now are A B and C....

Do you feel the team has an inclusive work environment that supports you as an employee and your colleagues? Are there any improvements you would suggest?

 Learner's answer

Not yet answered

Appraiser's summary of health and wellbeing discussion

Your answer

[Empty text box for appraiser's summary]

Save Next

There are various questions which the staff member may have filled in (or of course you may have discussed them verbally).

As the appraiser, you should enter a summary of this discussion at the bottom of this page.

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Page 3: Looking Back

In this stage, you review last year's objectives by adding comments as to progress on those objectives, and on the employee's development plan

1. You should select objectives from the previous year(s) to review.

Click **Choose Previous Objectives** to do so.

Reviewing last year's Performance Objectives

Choose Previous Objectives

2. A popup window opens, in which you should select those of the staff member's previous objectives that you wish to review.

They are listed by (most recent) creation date, or you can use the **Search** tab to search by key word.

Choose Previous Objectives

BROWSE

SEARCH

Select All

Choose...

- Analytics and Reporting (Created: 24/09/2020. Target date: 1/06/2021)
- Digital Adoption and User Engagement (Created: 26/11/2020. Target date: 31/03/2021)
- Helpdesk and System Management (Created: 24/09/2020. Target date: 31/03/2021)
- Stakeholder Engagement and Quality Assurance (Created: 24/09/2020. Target date: 31/03/2021)
- System Management, Development and Project Management (Created: 24/09/2020. Target date: 31/03/2021)
- Analytics and Reporting (Created: 24/09/2020. Target date: 25/09/2020)
- Digital Adoption and User Engagement (Created: 24/09/2020. Target date: 25/09/2020)
- Helpdesk and System Management (Created: 24/09/2020. Target date: 25/09/2020)
- Stakeholder Engagement and Quality Assurance (Created: 24/09/2020. Target date: 25/09/2020)
- System Management Development and Project Management

Items to add

- Digital Adoption and User Engagement (Created: 26/11/2020. Target date: 31/03/2021)
- Analytics and Reporting (Created: 24/09/2020. Target date: 25/09/2020)

3. Each objective clicked will then appear in the "Items to add" list at right.

Clicking **Save** will close this popup window, taking you back to the appraisal form, updated with the selected objectives.

Save

Cancel

Reviewing Last Year's Performance Objectives

Test objective

Your answer



Learner's answer

I had to postpone work on this due to changes in service delivery

Test 4

Your answer



Learner's answer

Not yet answered

4. Back on the main page - for each of the Objectives selected, you can add your reflections on progress in the **Your Answer** box.

5. The Appraiser may have already selected Objectives to review and added their own comments. These will appear as "**Learner's answer**" for each objective.

6. You can also add details of any work done that goes beyond the agreed Objectives from the last Appraisal. Click button, then enter details in the popup window.

Recording any extra Performance Objectives that were worked on last year

Add extra (retrospective) Performance Objective

Reviewing any from **Previous Development Goals**

Choose Development Goal to review

7. You may then review any of the Appraisee's existing development goals. (These "Personal Development Plan" goals are usually from previous appraisals).

8. Click those of the listed Development Goals you wish to review. This puts them in "Items to add", then **Save** returns you to the main window.

Choose Previous Development Goals

BROWSE SEARCH

Select All

Choose...

- IT Skills (Personal Development Plan (PDP))
- Presentation Skills (Personal Development Plan (PDP))
- Make pancakes (Personal Development Plan (PDP))

Items to add

IT Skills (Personal Development Plan (PDP))

Save Cancel

9. The chosen Development Goals then appear back on the main window, and you can add your reflections on these in the **Your Answer** box.

10. The Appraisee may have also added review comments: these will appear as "**Learner's answer**" for each development goal.

Make pancakes (Personal Development Plan (PDP))

Your answer



Learner's answer

Skill gained now, I have become an expert!

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Page 4: Looking Forward

In this stage,
you identify new Objectives
and personal Development Goals
for the year ahead

1. Click these buttons to add new Objectives, or adapt and renew an objective from a previous appraisal if it is still valid.

Performance Objectives for the year to come

Add new objective

Choose objective to carry forward

Guidelines - Development Goals for the year to come

Use this section to identify any development you may need to help you carry out your job, or to achieve your objectives. You may also address personal and professional development needs and NHS career aspirations.

Development Goals for the year to come

Add new Development Goal

Carry forward an existing Development Goal

Longer term, how do you see your career developing?

Your answer

2. Similarly, you click here to add or renew Development Goals.

3. Clicking any of these buttons opens a popup window, which you add or edit as needed. Then **Save**, and you will be taken back to the main "Looking Forward" page, updated with the details you entered.



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Page 5: Mandatory Training

There's nothing to add here.
This page just displays the current status of the employee's mandatory training compliance, as recorded in LEAP.



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Page 6: Appraiser's End of Year Assessment

Here you sum up, or explain,
the Appraisee's work
over the previous year,
and give an Assessment Rating

Has the appraisee met their objectives for the past year?

Your answer *

- Yes
- No

If no, please give reasons

Your answer

Is the appraisee's work currently interrupted by being on long term sick, maternity leave, or career break?

Your answer

- Long Term Sick
- Maternity Leave
- Career Break

1. The Appraiser is responsible for completing most of this section. The Appraisee has an opportunity to comment on feedback and overall performance for the year.

SLaM Performance Assessment Rating

Your answer *

- Outstanding
- Good
- Acceptable
- Unacceptable
- Too soon to assess

Appraiser's comments on overall performance, including a rationale for the appraisal rating

Your answer *

Before finalising: Appraisee - Please state if you agree with the contents of this Appraisal:



Learner's answer

Nothing yet selected

Before finalising: Appraiser - Please state if you agree with the contents of this Appraisal:

Your answer*

- Yes
 No

2. Both Appraiser and Appraisee should separately review and indicate **Yes** or **No** to agreeing with the contents of this appraisal.

Guidelines on Completion (for Appraiser)

Please note, **the "Finalise Appraisal" button will lock the appraisal form, meaning no further amendments will be possible.**

Please ensure before clicking the "Finalise Appraisal" button that:

- Both you and the Appraisee have entered all information required
- The Appraisee has also answered the agreement Yes/No question
- You are both aware that you will no longer be able to edit these appraisal forms

When you as the Appraiser click the "Finalise Appraisal" button, **this appraisal will show as complete.** If it is later selected for Calibration, the appraisal will again show as incomplete. Calibration process is completed by an HR Business Partner.

Save Finalise Appraisal

3. The Appraisal form will not be complete until the Appraiser clicks **Save** and then **Finalise Appraisal**

Appraisal
finalised for
this year

Congratulations!
You have completed your
appraisal for this year.