**Cumberland Employee Appraisal – Conversation Template**

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| **Name** | Click or tap here to enter text. | **Date** | Click or tap here to enter text. |
| **Position** | Click or tap here to enter text. |

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| **Section one** - Your health and wellbeing |
| **Discussion on general wellbeing (Discussion on workload/personal pressures, your individual needs and support, solutions and signposting).**Click or tap here to enter text. |
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| **Section two** - Our Cumberland values |
| **Tell me about how you have demonstrated some/all of our values.** |
| **Ambitious** | **Compassionate** | **Collaborative** | **Innovative** | **Empowering** |
| **What insight did you gain from this? Did you experience any barriers and how did you overcome them?**Click or tap here to enter text. |
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| **Section three** - Career aspirations/areas of interest |
| **Is there a particular area or initiative that you have a personal interest in? How do you think you could get more involved in this? How can your role be supported?**Click or tap here to enter text. |
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| **Section four** - Supporting service/team priorities |
| 1. **Progress on Personal Work Priorities**

Discussion on previous priorities, milestones and progress achieved to support team/service priorities.Click or tap here to enter text. |
| 1. **Your Contribution** - New service/team specific priorities

Looking ahead - discussion on 2/3 key priorities and milestones over the next 12 months.Click or tap here to enter text. |
| 1. **Learning and Development**

Please identify any personal development needs you have to assist you in achieving your priorities? (this does not include mandatory/required training for your job role which is captured separately through your service line management into a Training Plan)***Line*** ***Manager:*** *Please enter this and date of completion of summary appraisal on the* [*Employee Appraisal Completion Form*](https://forms.office.com/pages/responsepage.aspx?id=fgdLrFinxUuUZTXBkgB3BJwZQ0I7RKBJs5ek_aHzbgpUQThJTUY1UzE2VkFSNFBFWU1EQ1lNQU9ZUS4u)Click or tap here to enter text. |
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| **Overall Summary Comments** |
| **Employee** | **Manager** |
| Click or tap here to enter text. | Click or tap here to enter text. |
|  |
| **Employee signature** | **Manager’s signature** | **Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |