



PRIVATE & CONFIDENTIAL

INDIVIDUAL APPRAISAL RECORD

Name	
Job Title	
Job Type e.g. Officer or Senior Manager	
Job Level	
Line Manager	
Date of Annual Appraisal	
Date of Mid Year Review	

Section 1: Performance against Behavioural Competencies

To complete this section you will need the Flintshire Competency Framework, the previous appraisal, the Job Type and Levels Framework and Job Description/Person Specification.

It is important that the line manager identifies the level the employee should be working at for each competency prior to the appraisal. In order to do this, the Job Type and Levels Framework and the Competency Behavioural Framework should be used.

Performance Rating – Manager & Employee Assessment

Self assess your performance against the behavioural competencies, on the chart below. Please use the performance ratings described below and refer to the Flintshire Behaviour Competency Framework. Further guidance is available in the Appraisal Guidelines document.

Strength –	Employee demonstrates a high level of competency and often exceeds requirements and expectations
Effective –	Competency fully demonstrated at required level.
Needs Improvement –	Employee is inconsistent in performance. Employee only sometimes meets expectations and requirements.

Strength (S)

Effective (E)

Needs (NI)
Improvement

Customer
Focus

Working
Smarter

Working
Together

Communication

Change

Leading &
Managing

Competency

Section 2: Competency Based Assessment

The line manager will need to ensure the expected level is complete.

Competency	Manager assessment and discussion points including actions for development.	Final Rating S/E/NI
Customer First	Expected Level: Performance Level:	
Working Smarter	Expected Level: Performance Level:	
Working Together / Partnership	Expected Level: Performance Level:	
Communication	Expected Level: Performance Level:	
Change	Expected Level: Performance Level:	
Leading & Managing	Expected Level: Performance Level:	

Section 4: Objectives for next Review Period

Agree and set SMART objectives for the coming year. All objectives should be linked to Portfolio/Council objectives, or relate to an area of the Competency Framework where improvement is required.

Activity (Link to Service Plan)	Objective	Targets	Timescale
People Strategy			
Budget Monitoring			
Managing Attendance			
Performance Appraisal			

Section 5: Your Personal Development Plan

Review of last year's personal development targets

Personal Development targets from previous year	Completed (Yes/No/Partially)	Evidence of results achieved and development completed (identify any factors that have affected performance/completion)

Development Objectives

Objectives	Training Activity Description of learning solution e.g training course, development task, observation, e learning etc.	Next action /owner	Planned completion date

Section 6: Other Discussion Points (where applicable)

<ul style="list-style-type: none"> ■ Health & Safety <ul style="list-style-type: none"> - Personal Welfare/Responsibility - Safety risks associated with role/team - Training requirements 		
<ul style="list-style-type: none"> ■ Working Arrangements/Attendance <ul style="list-style-type: none"> - Flexible / Agile Working - Attendance Record - Understanding of policy/procedures 		
<ul style="list-style-type: none"> ■ Career Aspirations <ul style="list-style-type: none"> - 9 Box Grid - Career Conversation 		
<ul style="list-style-type: none"> ■ Data Protection Training (if applicable) 	Completed Yes/No	
	Date Completed	
<ul style="list-style-type: none"> ■ Welsh Language Skills 	Skill Area	Level of Proficiency
	Reading	
	Writing	
	Speaking/Listening	

Section 7: Overall Annual Performance Rating

Overall Appraisal Rating – based on assessment of performance against competencies and objectives	1. Exceeding service delivery expectations	
	2. Achieving service delivery expectations	
	3. Approaching service delivery expectations	
	4. Not achieving service delivery expectations	
Employee Summary comments: Signed: _____ Date: _____ Manager Summary comments: Signed: _____ Date: _____ Date entered onto iTrent..... Signed		

