

LEAP Appraisal Guide

To access the new Appraisal system please follow the steps below:

1. Once logged into LEAP, Select the view option under 'Appraisal' on the home page.

LEAP Learning Education Appraisal Platform

King's College Hospital NHS Foundation Trust

Home My Learning Team Reports Catalogue Search

Welcome Liam Log out

0% Expired 1% Due 1% Compliant

Topic	Status	Link
Course Catalogue		View
Appraisal		View
My Learning Calendar		View
My Dashboard		View

Logged in user

Edit avatar

Liam Herbert [Think]

Choose Manager

If you do not have a manager set for you in LEAP yet or need to update this, please use the button below and follow the instructions on screen.

2. This will open the Appraisal page. Before you begin you need to choose your manager and choose your appraiser. This can be located on the right-hand side of the page, shown below.

Once you have confirmed these, select 'Start My Appraisal' shown below to begin.

The screenshot displays the LEAP Learning Education Appraisal Platform interface. At the top left is the LEAP logo and the text 'Learning Education Appraisal Platform'. At the top right is the NHS King's College Hospital NHS Foundation Trust logo. Below the header is a navigation menu with links for Home, My Learning, Team, Reports, and Catalogue, along with a search bar. The main content area is divided into several sections:

- Latest Appraisal:** A section with a blue header and a sub-header 'My latest appraisal date will appear here'.
- Latest Review:** A section with a blue header and a sub-header 'My latest review date will appear here'.
- Administration:** A section with a blue header and a list of settings options including Course administration, Edit settings, Turn editing on, Course completion, Completions archive, Completion editor, Reminders, Users, Filters, Reports, Gradebook setup, Backup, Restore, Import, Publish, Reset, Question bank, and Switch role to... It also includes a 'Site administration' section and a search bar for settings.
- My Appraisal:** A central section with a blue header. It contains text explaining the appraisal process and a blue button labeled 'Start My Appraisal' which is highlighted with a red box.
- Choose Manager:** A section with a blue header and text explaining how to choose a manager. It includes a blue button labeled 'Choose new manager' which is highlighted with a red box.
- Choose Appraiser:** A section with a blue header and text explaining how to choose an appraiser. It includes a blue button labeled 'Choose new appraiser' which is highlighted with a red box.
- My Appraisals:** A section with a blue header and a blue button labeled 'Start My Appraisal' which is highlighted with a red box.
- Appraisal Guidance:** A section with a blue header and text indicating availability from 31 March 2018 and a link for Announcements.

- This will open the 'Rapid Appraisal Record'. For the first time, you will just record your most recent appraisal date and performance rating (looking back). The minimum information you can input is date & rating.

Selecting 'Save and Return' will allow you to go back and make amendments to the form and selecting 'Finalise Appraisal' will lock the form. This option should be used when the form is complete.

The screenshot displays the LEAP Learning Education Appraisal Platform interface. At the top, the logo for LEAP Learning Education Appraisal Platform is on the left, and the NHS King's College Hospital NHS Foundation Trust logo is on the right. A navigation bar includes links for Home, My Learning, Team, Reports, and Catalogue, along with a search bar. The user is logged in as 'Liam' and has a 'Log out' button. The main content area is titled 'My Appraisal' and includes a 'Download PDF' and 'Return' button. Below this, there is a section for 'RAPID APPRAISAL RECORD' with a sub-section 'Rapid Record'. The instructions state: 'You must enter and save your appraisal date and performance rating here to record your annual appraisal. This will update your appraisal status.' The form asks for the 'most recent end of year (appraisal) conversation date' and has a text input field for 'Your answer'. Below this, there is a question: 'What is your overall rating for this appraisal period, as agreed with your appraiser?' with radio button options: Outstanding, Good, Acceptable, Developing, and Needs improvement. The next question is: 'Are there any files you want to upload before clicking the Finalise Appraisal button below?' with a file upload area showing a dashed box and an upload icon. At the bottom, there are two buttons: 'Save and Return' and 'Finalise Appraisal', with the latter highlighted by a red box.

4. Once you have finalised the first appraisal, this will then unlock this year's appraisal (Looking forwards), beginning with 'Objectives'. You can add Objectives by selecting the 'Add Objective' button shown below.

Please note, you can upload a document or include a note at the bottom of any stage of the appraisal

The screenshot displays the LEAP Learning Education Appraisal Platform interface. At the top left is the LEAP logo and the text 'Learning Education Appraisal Platform'. At the top right is the NHS King's College Hospital NHS Foundation Trust logo. A navigation bar includes 'Home', 'My Learning', 'Team', 'Reports', and 'Catalogue', along with a search bar. A user greeting 'Welcome Liam' and a 'Log out' button are visible in the top right. A notification box states: 'Thank you. Your appraisal record has been saved. You can now either: Return to your appraisal homepage here. Or Continue with the NEW form you're seeing below to create objectives for the upcoming period.' Below this is a 'My Appraisal' section with 'Download PDF' and 'Return' buttons. The main content area is titled 'Objective' and includes a sidebar with categories: OBJECTIVES (selected), DEVELOPMENT, ONGOING REVIEWS, END OF YEAR, and RAPID APPRAISAL RECORD. The 'Objective' section contains the text: 'Here you can record your agreed objectives. You start with 'what' your objective is and which Trust priority it's aligned to; then 'how' you will go about delivering it, making reference to the Trust values.' The 'Add Objective' button is highlighted with a red box. Below this is an upload area with the text 'You can optionally upload files here' and 'Your answer'. A file upload interface is shown with a dashed box and the text 'You can drag and drop files here to add them.' At the bottom are 'Next' and 'Save and Return' buttons.

5. This should display in the Objectives form. Once completed, select save to complete and lock, or select save as draft to come back to it. Once they are saved the objectives cannot be amended. Once you have saved the objectives, select the 'Next' button to move onto the next stage.

- OBJECTIVES
- DEVELOPMENT
- ONGOING REVIEWS
- END OF YEAR
- RAPID APPRAISAL RECORD

Objectives

Here you can record your agreed objectives. You start with 'what' your objective is and which Trust priority it's aligned to; then 'how' you will go about delivering it and the Trust value it's linked to.

Objectives 1
Remove

What is your agreed objective?

Your answer

What King's Priority is this aligned to?

Your answer

How will you deliver this objective?

Your answer

What King's Value is this demonstrating?

Your answer

What is the expected outcome / measure of achievement?

Your answer

Timescales (target completion date)

Your answer

Save as draft
Save

Add Objective

You can optionally upload files here

Your answer

Maximum size for new files: Unlimited, maximum attachments: 10

You can drag and drop files here to add them.

Next
Save and Return

6. The Development Action form should then display. Add your development Action, and then to fill out the form. Select 'Save and Return' to go to the appraisal home page or select 'Next' to proceed to 'Ongoing Reviews'.

- OBJECTIVES
- DEVELOPMENT
- ONGOING REVIEWS
- END OF YEAR
- RAPID APPRAISAL RECORD

Development Action

To support you in your role and in meeting your objectives you may have some areas of development. Here you can record your agreed development actions.

Add Development Action

Career Aspirations

A career development conversation is separate from your appraisal. The next steps should be agreed with your manager. Information about career development conversations is available here.

Career development conversations

What are your career aspirations?

Your answer

- Stay in role - I want to stay in the role and level I'm currently in
- Sideways move - I want a new challenge in a different role or department
- Progress upwards - I aspire to progress to a role at the next level

You can optionally upload files here

Your answer

Maximum size for new files: Unlimited, maximum attachments: 10

You can drag and drop files here to add them.

Next

Save and Return

Notes

You can record any additional notes here.

Add note

Save note

No notes have been added

7. This should display in the Development form. Once completed, select save to complete and lock, or select save as draft to come back to it. Once they are saved the Development cannot be amended. Once you have saved the Development, select the 'Next' button to move onto the next stage.

- OBJECTIVES
- DEVELOPMENT
- ONGOING REVIEWS
- END OF YEAR
- RAPID APPRAISAL RECORD

Development Action

To support you in your role and in meeting your objectives you may have some areas of development. Here you can record your agreed development actions.

Development Action 1
Remove

What is your agreed development action?

Your answer

And what is this development action linked to?

An objective?

Your answer

OR

A Trust Value or your role (please explain below)

Your answer

Timescales (target completion date)

Your answer

Save as draft
Save

Add Development Action

Career Aspirations

A career development conversation is separate from your appraisal. The next steps should be agreed with your manager. Information about career development conversations is available here.

Career development conversations

What are your career aspirations?

- Your answer
- Stay in role - I want to stay in the role and level I'm currently in
 - Sideways move - I want a new challenge in a different role or department
 - Progress upwards - I aspire to progress to a role at the next level

You can optionally upload files here

Your answer

Maximum size for new files: Unlimited, maximum attachments: 10

You can drag and drop files here to add them.

Next
Save and Return

Notes

You can record any additional notes here.

Add note

Save note

No notes have been added

8. Ongoing Reviews page should display next. Locate and click on 'Add Review' shown below, to start your review.

OBJECTIVES

DEVELOPMENT

ONGOING REVIEWS

END OF YEAR

RAPID APPRAISAL RECORD

Review

Here you can record your review conversations. You can select the objective and/or development action that you discussed, and record the notes of your progress.

Add Review

You can optionally upload files here

Your answer

Maximum size for new files: Unlimited, maximum attachments: 10

Files

You can drag and drop files here to add them.

Next **Save and Return**

Notes

You can record any additional notes here.

Add note

Save note

No notes have been added

9. This will then display the form for your review. You can select the options that relate to your review where necessary, such as 'Objective' and 'Development Action'.

Once the review is saved, this cant be amended. Once you are happy with the review, select next at the bottom to proceed.

Review

Here you can record your review conversations. You can select the objective and/or development action that you discussed, and record the notes of your progress.

Ongoing Reviews 1 Remove

Enter the date of the review conversation

Your answer

Objective to Review

Select Objective

Development Action

Select Development Action

What would you like to stop, start, continue?

Your answer

Save as draft Save

Add Review

You can optionally upload files here

Your answer Maximum size for new files: Unlimited, maximum attachments: 10

Files

You can drag and drop files here to add them.

Next Save and Return

Notes

You can record any additional notes here.

Add note

Save note

10.

11. Fill out the 'End of Year' form in the required fields and select 'Finalise Appraisal' at the bottom of the page.

- OBJECTIVES
- DEVELOPMENT
- ONGOING REVIEWS
- END OF YEAR**
- RAPID APPRAISAL RECORD

End of Year

Here you can record your end of year review conversation. You can select the objectives for individual rating, review your development and record your agreed overall performance rating.

Enter your most recent end of year (appraisal) conversation date

Your answer

Rating

[Select Objective](#)

Development Review

What was the key learning and development you achieved from your agreed development actions?

Your answer

[Open LEAP record of learning](#) (opens in a new tab)

Summary of feedback received at your year-end conversation

Your answer

What is your overall rating for this appraisal period, as agreed with your appraiser?

Your answer

- Outstanding
- Good
- Acceptable
- Developing
- Needs improvement

Are there any files you want to upload before clicking the Finalise Appraisal button below?

Your answer

Maximum size for new files: Unlimited, maximum attachments: 10

Files

You can drag and drop files here to add them.

[Save and Return](#) [Finalise Appraisal](#)

12. If the user wishes to do a quick appraisal, they should complete the 'Rapid Appraisal' which is located at the bottom of the list on the left-hand side. This will give the user a minimum appraisal. Enter the necessary fields and select finalise appraisal.

- OBJECTIVES
- DEVELOPMENT
- ONGOING REVIEWS
- END OF YEAR
- RAPID APPRAISAL RECORD**

Rapid Record

You must enter and save your appraisal date and performance rating here to record your annual appraisal. This will update your appraisal status.

Enter your most recent end of year (appraisal) conversation date

Your answer

What is your overall rating for this appraisal period, as agreed with your appraiser?

Your answer

- Outstanding
- Good
- Acceptable
- Developing
- Needs improvement

Are there any files you want to upload before clicking the Finalise Appraisal button below?

Your answer

Maximum size for new files: Unlimited, maximum attachments: 10

Files

You can drag and drop files here to add them.

Save and Return
Finalise Appraisal

Notes

You can record any additional notes here.

Add note

Save note

No notes have been added

13. You can download your appraisal at any time as a PDF by selecting the 'Download PDF' option at the top of the appraisal. This would be required if, for example, you wished to print your Appraisal.

My Appraisal

Download PDF

Return

1.