



REFLECT AND
RECONNECT
CONVERSATIONS

AND ANNUAL
APPRAISAL

Part A: Reflect and reconnect: your health and well-being discussion

Part B: Appraisal

Part C: Objectives for the coming year

Part D: Personal development plan

Part E: Career aspirations



Employee name and job title:	Manager name and job title:	Date of appraisal conversation:

A. Reflect and reconnect: your health and well-being discussion

The Trust is committed to supporting everyone to recover from what has been the most challenging year in the history of the NHS. One of the key elements of our ambitious recovery programme is to provide safe opportunities for people to reflect on their personal experiences. Our approach is informed by a strong body of research that reinforces the positive impact of valuing the contribution that our people have made both personally and professionally. It also reflects the call in the NHS People Plan that everyone should have a health and well-being conversation.

The opening section of the end of year review is therefore intended to provide you with an opportunity for reflecting on your experience in a year dominated by COVID-19, taking into account the impact on your health and well-being and that of your colleagues and your family.

This conversation can be held with your line manager or with another manager in your care group or directorate or a peer, depending on which makes you most comfortable. The purpose of this discussion is purely around supporting you. Whilst not usual in an end of year discussion, the questions will also touch on your personal life as we recognise this may have presented additional challenges for you over the last year. There are no set areas for discussion and you don't have to say anything that you are not comfortable with, but you and your chosen conversation partner might consider using the prompts outlines in the guidance document.

My reflect and reconnect conversation was held with:

Notes on your reflect and reconnect discussion

This box has been left blank deliberately so that can you record notes on your reflect and reconnect discussion, where this is helpful to do so.

B. Appraisal

This section may be completed at the same time as the reflect and reconnect conversation or it can take place separately (e.g. if you choose to have the reflect and reconnect conversation with someone other than your line manager). This appraisal element must be conducted with your line manager.

B1. Living our values

Which of the King's values have meant the most to you in the last year?

The current King's Values are: *Understanding You*, *Inspiring Confidence in our Care*, *Working Together*, *Always Aiming Higher*, *Making a Difference in our Community*

Managers comments:

B2. Review of your development plan

As a result of the impact of COVID-19, if you have a development plan in place you may not have been able to complete the actions. If that's the case, reflecting on your experiences from the last year, what do you feel has been learnt / achieved?

What do you think was the key learning and development you achieved last year?

B3. Mandatory training

Is your statutory and mandatory training up to date?

Yes

No

B4. Manager's Feedback Statement

Note for managers:

Summary of verbal feedback from your manager during your end of year review conversation.

B5. Overall Rating on Performance

Outstanding	<i>Performance is outstanding, a role model in all areas</i>	
Exceeds expectations	<i>Performing at a level in excess of the requirements of the role</i>	
Good	<i>Performance is good, delivering and achieving in the majority of areas</i>	
Requires improvement	<i>Performance meets some requirements but there are areas of improvement</i>	
Below required standard	<i>Performance is below acceptable</i>	

C. Objectives for the coming year

What will I achieve?

Objective <i>Your objectives for the year ahead</i>	King's Priority* <i>To which King's priority is your objective connected?</i>	Expected outcome/ measure of achievement <i>What will success look like?</i>	Timescale <i>When will this be completed/ achieved?</i>

* The King's priorities are *Caring for our People, Caring for Patients, Working with Partners and Leading in Research, Innovation and Education.*

D. Development Conversation

Development Plan

Development Action: What do you need to develop in order to perform well in your role?	When will this be completed/ achieved?

E. Career Aspirations

Options	Description	My choice
A Stay in role	<i>I want to stay in the role and level I'm currently in</i>	
B Sideways move	<i>I want a new challenge in a different role or department at the same level</i>	
C Progress upwards	<i>I aspire to progress to a role at the next level</i>	