**Appraisal 2019-20 - Looking Forward Preparation Form**



* This form is designed to help you prepared for the ‘Looking Forward’ aspect of your appraisal
* **You will need to make a copy of this form before editing**
* A copy of this form should be sent to your manager before your appraisal meeting
* You can use this form to help structure the appraisal meeting, and adapt the content during the meeting to reflect your discussion.

**Essential Details**

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| Name of Employee |  | Directorate |  |
| Employ Personal Reference Number |  | Name of Line Manager who conducted the appraisal |  |
| Job Title |  | Date of Looking Forward meeting |  |

**Objectives**

* The objectives should set out the agreed objectives for the next 12 months (2019/20). All objectives must be SMART (Specific, Measurable, Achievable, Relevant and Timebound).
* You should consider how the PRIDE values will be reflected in how you work towards your objectives
* All employees must have an equalities objective.
* Each objective must be broken down into up to three key actions, with deadlines, to help you successfully achieve it.

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| **Objective 1**Insert a brief summary of your objective |  |
| Objective 1 Target completion date |  |
| Please describe up to 3 key actions and deadlines to help you meet this objective |  |
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| **Objective 2**Insert a brief summary |  |
| Objective 2 Target completion date |  |
| Please describe up to 3 key actions and deadlines to help you meet this objective |  |
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| **Objective 3**Insert a brief summary |  |
| Objective 3 Target completion date |  |
| Please describe up to 3 key actions and deadlines to help you meet this objective |  |
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| **Objective 4**Insert a brief summary |  |
| Objective 4 Target completion date |  |
| Please describe up to 3 key actions and deadlines to help you meet this objective |  |
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| **Please specify your Learning and Development needs and the reasons.** |
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| **Line Manager’s comments** |
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