

NBN Secretariat End of Year and Mid Year Staff Appraisal

Financial Year:	Date of Meeting:
Appraisee (Name):	Appraiser (Manager):
Job Title:	Mid-year/End of year (delete as appropriate)

The NBN Trust recognises the benefit in supporting the development of all staff to enable them to meet their full potential and make valuable contributions to achieving the strategic priorities of the NBN. The NBN Secretariat therefore operates a formal appraisal system which provides an opportunity for open discussion with line managers.

The appraisal formally reviews achievements against performance and development targets, whilst also providing an opportunity for staff, jointly with their manager to plan ahead for the coming year. It seeks to ensure that individuals are given clear targets, support and advice in order to fully understand their contribution towards the achievement of the Trust's strategic aims and objectives. It encourages continuous improvements in staff performance.

The NBN's Strategic Aims

1. Record, collect, diversify, enhance and mobilise biological data
2. Make biological data and information available to everyone
3. Captivate and engage people about wildlife
4. Provide the best biological information management structure
5. Support the development of the NBN, its Board and its members

PREPARATION FOR THE MEETING (please refer to staff appraisal policy, procedure and guidelines)

For completion by Appraisee:

REVIEW OF TARGETS 2016 / 17

Please review your progress against last year's targets and action plans and give examples of the significant accomplishments and contributions you have made during this review year. Where possible please explain links to the NBN's Strategic Aims.

Targets	Which Strategic Aim did this activity support?	Review of achievement by Appraisee	Review of achievement by Appraiser	Mid-Year review (progress to date)

REVIEW OF PERSONAL DEVELOPMENT PLAN 2016 / 17

Describe what you planned to develop and by when	Which Strategic Aim did this development support?	Review of achievement by Appraisee	Review of achievement by Appraiser

Self-Evaluation of last year's targets, personal development plan and successes/achievements

Highlight any particular successes and plaudits received

Upskilling/training received

(Examples may include reviewing and updating technical skills and knowledge, subscriptions, journals, relevant professional articles, briefings, work shadowing, mentoring/coaching conversations, as well as attendance at any formal training or development events)

Manager - Please use this space to evaluate your member of staff's performance during the last year. (any unachieved targets may be carried over to following year if still relevant)

TARGETS FOR 2017/18– linked to NBN’s Strategic Aims and Action Plan

Describe exactly what it is that you plan to achieve?	Which Strategic Aim does this activity support?	Describe how you will know when you have achieved this?	Who will you need to engage with to achieve this?	When will you achieve this by?	Mid-Year progress to date

AGREED PERSONAL DEVELOPMENT PLAN FOR 2017/18 - Following completion of your review please use this table to summarise your development activities to address any areas for improvement as identified in the appraisal.

Describe exactly what it is you plan to develop and explain the benefits of developing this	Which Strategic or QIP Priority does this development activity support?	Describe how you will know when you have achieved the required development?	What support will you need to achieve this development?	When will you achieve this by?	Mid-year progress to date