**AN EXAMPLE OF A GP LEAFLET FOR AN APPRAISAL MEETING – AN INTRODUCTION**

***What will happen at my appraisal meeting?***

The following points should be discussed at the start of your appraisal meeting:

* Time availability (no interruptions)
* Confidentiality and disclosure
* The expectations of the GP
* The purpose of appraisal
* The role of the appraiser
* Appraisal documentation– what, how, where stored/ accessed
* The stages of the appraisal meeting:
  + Introduction and contracting
  + Appraisal discussion (6 parts)
  + Break/ reflection time
  + Feedback
  + Action plan & paperwork

***What is the structure of the appraisal discussion?***

1. Review of last appraisal and PDP
2. Review of appraisal folder
3. Discussion of current job/ job plan
4. Other work/ previous experience – full scope of work
5. Outside interest, work/life balance
6. Aspirations

**THE PURPOSES OF APPRAISAL**

* Supportive reflection, developmental planning and challenge (educational and developmental NOT an assessment of performance)
* To motivate and improve performance
* To support you in providing evidence for revalidation
* To inform you about revalidation implementation

**THE STAGES OF APPRAISAL**

1. Gathering information. Reflecting on information (GP)
2. Reviewing information. Planning interview (appraiser)
3. The interview. Understanding the individual in relation to their work. (Appraiser and GP).
4. Feedback. Agreeing strengths and development points (appraiser and GP)
5. Action plan. Personal development plan (appraiser and GP)
6. Despatch paperwork.

**THE ROLE OF THE APPRAISER**

* To facilitate individual reflection on work and development *(facilitation)*
* To reinforce success *(congratulation)*
* To identify and explore developmental needs *(challenge and develop)*
* If necessary to help identify early evidence of problems and encourage appropriate support and help *(addressing* *problems)*
* Agree a personal development plan with GP *(forward planning)*
* Ensure GP has evidence in place for revalidation