

## Post Appraisal Feedback Forms

Appraisal Toolkit for Doctors offers a Post Appraisal Feedback option for organisations to enable.

When enabled, appraisees and appraisers must complete a feedback form regarding the management of the appraisal process by the organisation and the appraiser's skills and training. Appraisal administrators can view this feedback by running a report through Appraisal Toolkit, and can use the results to help review and shape the appraisal process.

Until these forms are completed, the appraisal cannot be closed. This ensures feedback is gathered from the full sample of staff and a thorough review of the organisation's processes is taken into consideration.

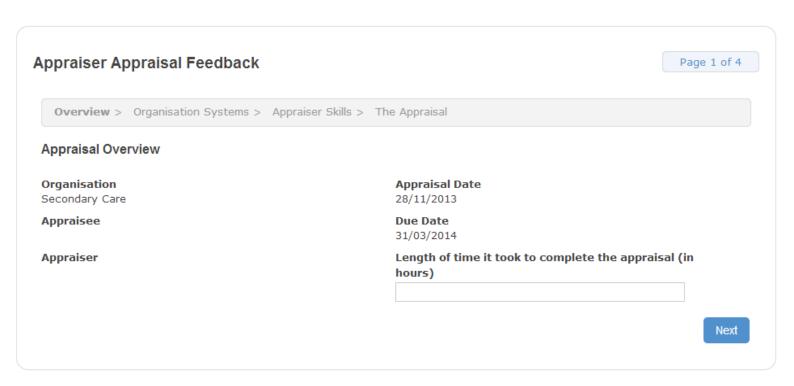
• Form 1: Overview

• Form 2: Organisation Systems

• Form 3: Appraiser Skills

• Form 4: The Appraisal

## Appraiser Feedback





Appraiser Appraisal Feedback	Page 2 of 4
Overview > Organisation Systems > Appraiser Skills > The Appraisal	
Organisation Systems	
I was given adequate notice to allow preparation for the appraisal	
O Strongly Disagree	
O Disagree	
O Neutral	
O Agree	
Strongly Agree	
I received the support and explanation I need to prepare for the appraisal	
Strongly Disagree	
Disagree	
O Neutral	
O Agree	
Strongly Agree	
I am happy about the confidentiality of the appraisal process	
Strongly Disagree	
O Disagree	
O Neutral	
Agree	
Strongly Agree	
Overall the organisation supported the appraisal	
Strongly Disagree	
O Disagree	
Neutral	
O Agree	
Strongly Agree	
The software I used supported my needs to review the record of the appraisees portfolio, PDP information	and supporting
Strongly Disagree	
Disagree	
Neutral	
O Agree	
Strongly Agree	
Comments on how the organisation of appraisals could have been improved.	
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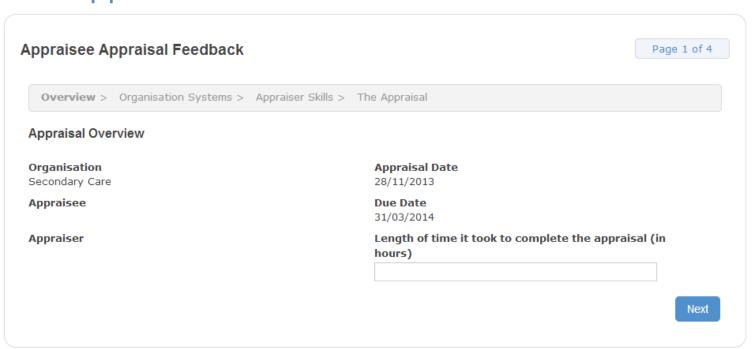


I adequately reviewed the appraisees progress against their PDP and supporting information for the appraisal  Strongly Disagree Disagree Neutral Agree Strongly Disagree Disagree Neutral Agree Strongly Agree Overall I conducted a successful appraisal Strongly Disagree Disagree Strongly Disagree Strongly Agree Strongly Agree Strongly Disagree Disagree Neutral Strongly Disagree Disagree Neutral Strongly Disagree Neutral Agree Strongly Disagree Neutral Agree Strongly Disagree Neutral Agree Strongly Agree Strongly Agree	appraiser Appraisal Feedback	Page 3 of 4
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I am happy to have the same appraisee again  Strongly Disagree Disagree Neutral Agree Strongly Agree Comments on how I could improve my appraisal skills.	O Agree	
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<ul> <li>Agree</li> <li>Strongly Agree</li> </ul> Comments on how I could improve my appraisal skills.		
Comments on how I could improve my appraisal skills.	O Agree	
	Strongly Agree	
Previous Next	Comments on how I could improve my appraisal skills.	
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ppraiser Appraisal Feedback	Page 4 of 4
Overview > Organisation Systems > Appraiser Skills > The Appraisal	
The Appraisal	
The appraisal challenged me to consider new areas for my development as an app	raiser
Strongly Disagree	
O Disagree	
O Neutral	
Agree	
Strongly Agree	
comments on how the appraisal could have been improved.	
	Previous Finish

## Appraisee Feedback





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Overview > Organisation Systems > Appraiser Skills > The Appraisal	
Organisation Systems	
was given adequate notice to allow preparation for my appraisal	
Strongly Disagree	
O Disagree	
O Neutral	
O Agree	
Strongly Agree	
received the support and explanation I need to prepare for my appraisal	
Strongly Disagree	
Disagree	
O Neutral	
Agree	
Strongly Agree	
am happy about the confidentiality of the appraisal process	
Strongly Disagree	
Disagree	
O Neutral	
O Agree	
Strongly Agree	
overall the organisation supported my appraisal	
Strongly Disagree	
Disagree	
Neutral	
O Agree	
Strongly Agree	
he software I used supported my needs to record and manage my portfolio and appraisal	
Strongly Disagree	
O Disagree	
Neutral	
O Agree	
Strongly Agree	
comments on how the organisation of appraisals could have been improved.	
	Previous Next



ppraisee Appraisal Feedback	Page 3 of 4
Overview > Organisation Systems > Appraiser Skills > The Appraisal	
Appraiser Skills	
he appraiser adequately reviewed my progress against my PDP and the supporting	information for the appraisal
Strongly Disagree	
O Disagree	
O Neutral	
O Agree	
Strongly Agree	
y appraiser's skill in conducting my appraisal was adequate	
Strongly Disagree	
Disagree	
Neutral	
Agree	
Strongly Agree	
Ny appraiser challenged me to help me to review my practice	
Strongly Disagree	
O Disagree	
O Neutral	
O Agree	
Strongly Agree	
Overall my appraiser conducted a successful appraisal	
Strongly Disagree	
O Disagree	
Neutral	
O Agree	
Strongly Agree	
am happy to have the same appraiser again	
Strongly Disagree	
O Disagree	
O Neutral	
O Agree	
Strongly Agree	
Comments to help my appraiser improve their skills.	
	Previous Next



Appraisee Appraisal Feedback	Page 4 of 4	
Overview > Organisation Systems > Appraiser Skills > The Appraisal		
The Appraisal		
The appraisal challenged me to consider new areas for development		
Strongly Disagree		
O Disagree		
Neutral		
O Agree		
Strongly Agree		
My PDP for the coming year reflects my main priorities		
Strongly Disagree		
O Disagree		
Neutral		
O Agree		
Strongly Agree		
Overall the appraisal was useful in my professional development		
Strongly Disagree		
O Disagree		
Neutral		
O Agree		
Strongly Agree		
Comments on how the appraisal could have been improved.		
commence on now the appraisal could have been improved.		
Previ	ous Finish	