


Appraisal of others's Preview

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Fields marked with ★ are required.

Section 1

Project Description

Date

Any Comments/Reflections ★

Section 2

Assessor's Full Name: ★

Assessor registration number: ★

Grade of Assessor: ★

Assessor's email ★

1. Please note the trainee's performance on the following areas:

Appropriate arrangement of date: ★

(Concerns - Poor organisational skills. Poor timing for meeting or late for trainee educationally. No consent from appraisee beforehand.) (Good practice - Works with appraisee to identify convenient dates. Educational Supervisor also involved. Timely. Consent gained from trainee before.)

Preparation of paperwork/evidence: ★

(Concerns - Little or no preparation. Does not know what the expectations are for the meeting or paperwork involved) (Good practice - Reviewed evidence beforehand, understands what is expected educationally and pastorally.)

Seeks views of others: ★

(Concerns - No evidence of using others experience.) (Good practice - Speaks to ES regarding their views and utilises others in training faculty as appropriate.)

Uses open and closed questions in the appraisal session: ★

(Concerns - Closed conversation, doesn't allow appraisee to speak. Superficial. Avoids difficult subjects. Doesn't cover all appraisal domains.) (Good practice - Encourages conversation and allows appraisee to openly discuss in training and at home. Covers all appraisal domains.)

Gives appropriate and clear feedback: ★

(Concerns - No feedback, irrelevant or poorly delivered. Appears uncomfortable or avoids difficult feedback.) (Good practice - Offers bespoke and effective feedback to trainee. Sensitive and empathetic. Ensures that feedback is given even if difficult.)

Listens to trainee views: ★

(Concerns - Doesn't listen or pick up on non-verbal clues) (Good practice - Listens to appraisee, open and receptive)

Check trainee understanding and interpretation of feedback: ★

(Concerns - Doesn't check understanding. No acknowledgement that this could be challenging. Unable to explain feedback effectively.) (Good practice - Ensures understanding and interpretation. Uses alternative explanations to help get message. Mindful of sensitive issues and adapts to suit trainee.)

Helps trainee set personal objective: ★

(Concerns - Unaware of appropriate objectives or doesn't set any) (Good practice - Clear understanding of areas to develop which are appropriate to grade and behaviours)

Achieves appropriate closure and next steps – including next meeting: ★

(Concerns - Doesn't close effectively – areas not discussed or runs out of time. Appraisee unhappy without safety netting.) (Good practice - Manages meeting in time, achieving objectives. Appraisee clear about next steps and next meeting date. Safety nets.)

Assessor rating

1 – What was done particularly well? ★

2 – Learning points – What could have been done differently? ★

3 – Recommendation for further learning or development ★

4 – Overall: Please indicate the level of the trainee's performance in this episode: ★