# Flexible Appraisal One to One Form

Name:

Position:

Supervisor:

Date:

## Key areas of discussion

| **Individual health and wellbeing** (including annual leave and any sickness absence) |
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| **Current workload, challenges, obstacles and opportunities** |
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| **Achievements and feedback** |
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| **Health and safety or risk concerns**  (including completion of the [Health and Safety KPI Appraisal Questionnaire 2022-23 (office.com)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DklvgtM74tUabJJm6XBHl6VXnYexcdNJOkXnMKkdA_y1UOTJXSkMxUEtTUU1RWlgzVFYwMzNXVkdENy4u&data=05%7C01%7CNicola.Lee%40lincolnshire.gov.uk%7Cfc611d26338d4d6c749508daf543f1a5%7Cb4e05b92f8ce46b59b2499ba5c11e5e9%7C0%7C0%7C638091969405033140%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FZvMkx6J5Mz5IY9adZrtisAJhvJSkUhzR0X15rpJkAA%3D&reserved=0)) |
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| **Learning and development needs and aspirations**  (including mandatory training, professional and qualification status renewal) |
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| **Any other business** |
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| **Review of previous agreed actions** |
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| **Summary of discussion and agreed actions** |
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## Key objectives including learning and development goals

| **Key objectives (include link to corporate plan)**  **and development goals** | **Linked behaviour or competence** | **Progress made or outcome**  **(met or not met)** | **Agreed adjustments and additional support**  **(if required)** |
| --- | --- | --- | --- |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
|  |  |  |  |

| **Summary of achievements and reflections since last annual review** |
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| **Appraisee:** |
| **Appraiser:** |

**End of year assessment date:**

**End of year overall assessment of expected outcomes: (met or not met)**

**Signed (Appraiser): Signed (Appraisee):**