

IPP Appraisal Preparation Checklist: for the APPRAISEE

Review Performance Objectives and Targets:

- ❖ What Objectives/Targets were agreed 6/12 months ago?
- ❖ How have they been modified during the year?
- ❖ In which areas did you perform well? And why?
- ❖ Which were the under-performing areas? Again, why?
- ❖ What lessons have you learned from your efforts/achievements in the last 6/12 months?
- ❖ What improvements have you (and your team) carried out during the year?
- ❖ How will you “sell” yourself/your performance/contribution in this review? Identify and evidence your major successes.

Review Role and Job:

- ❖ Has your job/role changed significantly over the past 6/12 months?
- ❖ How?
- ❖ Are you responsible for more/less staff?
- ❖ Have your priorities changed? New technology etc?
- ❖ Are there any upcoming changes you have become aware of?

Strengths and Development areas:

- ❖ What are your key strengths and skills?
- ❖ Are these being fully utilised?
- ❖ In which areas do you consider that you need further development/more support?
- ❖ What evidence do you have/examples to support your views?

Team/Working relationships:

- ❖ What are your most important working relationships?
- ❖ Which of these work best, and why? Which is worst?
- ❖ How do you contribute to/influence team performance?
- ❖ How well do you and your manager work together? How can this be improved (if required)?
- ❖ Be specific. Think of examples.

Learning/Training Development Needs:

- ❖ What do you consider your main learning/development needs are?
- ❖ Prioritise these
- ❖ How should these be met?
- ❖ N.B. Think more broadly than just training courses

Career Aspirations:

- ❖ What are your immediate, and your longer term, career aspirations?
- ❖ Are there any issues about your career you want to raise with your manager? (It's okay if this includes pay-rise discussions)

Your IPP Appraisal Priorities:

- ❖ Remember time can go quite quickly in an IPP Appraisal discussion, so it is important to prioritise.
- ❖ What are the Key Issues you must discuss during your meeting?
- ❖ Consider pre-agreeing an agenda, even down to allocating a certain amount of time for certain issues. (Important if time is limited)

“Hot-spots”:

- ❖ Think beforehand about any difficult matters you may want to, or have to, discuss.
- ❖ How will you handle these?
- ❖ What 3 areas/topics/questions do you do want to come up?
- ❖ Again, think about how you might handle these.

Finally, Feedback to your Line Manager:

It is likely that you will be asked to give further feedback to your immediate manager/team leader on their performance. It is an area many people feel awkward about, and it can depend on how much trust exists between you. You might discuss with your manager before the meeting whether this will be expected.

On the assumption you are happy to give this feedback, do prepare your thoughts/comments carefully.

Try to avoid making general comments. Look to be specific. Give examples. Focus ideally on where they have, or where they can, give you support.

Your IPP Preparation Notes