

**Appraisal Preparation**

**Document**

**Name:**

**Job title:**

**Department:**

**Length of time in current post:**

**Date:**

**Date of next review:**

If you have completed and appraisal within the last 12 months in a GP practice or another primary care provider undertaking a similar role, this can be incorporated into your appraisal with Taurus Healthcare to prevent duplication and build on identified learning needs and objectives. *Please provide the other appraisal in advance or bring it with you (a copy with be retained for cross reference)*

**GPs** it would be helpful to bring a copy of your PDP from your GP appraisal and your form 4 so that Taurus is aware of the learning needs you have identified and can support you in any relevant areas

**Your key tasks and responsibilities**

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**Does an up to date job description exist? Are there any proposed amendments?**

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**Performance over the past year**

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**Positive and negative factors affecting your performance since starting in the post or in the last year**

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**Skills or abilities which are not currently being utilised in this post**

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**Outcomes from/objectives set in your last review**

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| **Activities/objectives** | **Outcomes** |
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| **Future direction** |
| What objectives would you like to work on in the next year? |
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| What skill/knowledge/competence do you feel you need to develop in the next year and why? |
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| What will you do to achieve this? |
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| Do you require any support/resources? |
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| What are you hoping to achieve in your future career? |
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| Where do you see yourself in five years’ time? |
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| Do you have any suggestions for improvement to the job/department/services/other? |
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| Any other matters not covered elsewhere? |
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