Appraisals and Personal Development Plans (PDPs)

*'There is evidence to suggest that hospitals that have good appraisal systems in place have lower death rates' - Bottrill and West (2002)*

All the indications are that effective appraisal improves staff motivation and engagement. This is likely to lead to improved performance.

The FSD Network has produced a document which introduces an appraisal process based around the NHS KSF and the finance technical competency framework. It provides some tips on the introduction of such a process and also gives example forms and guidelines for staff. The appraisal process is ready to be used as it appears in the document – or it can be amended to suit the particular needs of your finance department. It complies with the requirements of the NHS KSF and is based on good human resources practice.

Download the [appraisal process for finance](http://www.fsdnetwork.com/tinymce4/js/tinymce/plugins/moxiemanager/data/files/General%20Docs/appraisalprocess2008.doc)

To support the implementation of the appraisal process, an appraisal skills workshop has also been developed with full trainer’s notes, overhead slides and handouts.

Download the [appraisal skills workshop and the workshop notes](http://www.fsdnetwork.com/tinymce4/js/tinymce/plugins/moxiemanager/data/files/General%20Docs/Appraisal%20Skills.zip)

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| http://www.fsdnetwork.com/tinymce4/js/tinymce/plugins/moxiemanager/data/files/PersonalPortfolio.jpg | The [FSD Personal Portfolio](http://www.fsdnetwork.com/personal-development/personal-portfolio) section also contains information to help you with your appraisals and PDPs |

[**Section 1 - Personal Information and Records**](http://www.fsdnetwork.com/submit.php?Action=DownloadFile&Document=105)

**Appraisal Records -** The purpose of this section is to hold copies of the records of your past appraisals. These records will contain important information about your performance in your various work roles.

**Personal Development Planning -** This section will contain evidence of your Personal Development Plan (PDP) along with guidance on how to use personal development planning to help you consider your long-term development and career goals.