

### WELFARE APPRAISAL FORM

<b>Staff member's name and job title:</b>	
<b>Line manager / supervisor:</b>	
<b>Date of Welfare Appraisal:</b>	
<b>Headings</b>	<b>Manager/staff write agreed actions below</b>
<b>Opening:</b> What are the priority topics for you to discuss in this Welfare Appraisal?	
<b>1. Reflections</b> a) How have the last few months/year been for you? b) What have we done well as a team – what do you want us to continue? c) What has been more difficult – what do you want us to change?	
<b>2. Your health, wellbeing and community</b> a) How has Covid-19 affected you? And those you care for (family, community)? b) How have you coped with the pressures and demands of working during the pandemic – has it felt manageable? c) What helps you to stay well overall? And at work? d) How can we (manager, team) support you more? E.g. Carer's Passport; Health Passport.	
<b>3. Work arrangements</b> a) Is your working pattern (location/ schedule/ flexibility) enabling you to work well and achieve a healthy work/life balance? b) Do you feel safe at work? c) Do you feel connected to your manager and team? d) Are you taking regular rest breaks, Annual Leave, 'down time' away from work?	
<b>4. Your achievements, learning &amp; development</b> a) What are you proud of achieving over the last year (e.g. contributions to Trust Values, Patient First, True North, personal objectives)? <i>Manager reflect on achievements and thank staff member.</i> b) What parts of your role have been challenging? c) What are your priorities for the next year, and how do they fit with department/ divisional/ Trust priorities? d) How can we support your personal learning, development, and career?	
<b>6. Closing reflections</b> a) Are there other adjustments that could improve your wellbeing at work? b) Is there anything we can do to make you feel more involved/ engaged? c) Have we covered your priority topics shared at the start; are there parts you want to re-visit? d) Manager closing reflections & thanking staff member	
<b>Closing:</b> Review Staff / Manager Action Plan noted on this form – is the appraisee in agreement?	