

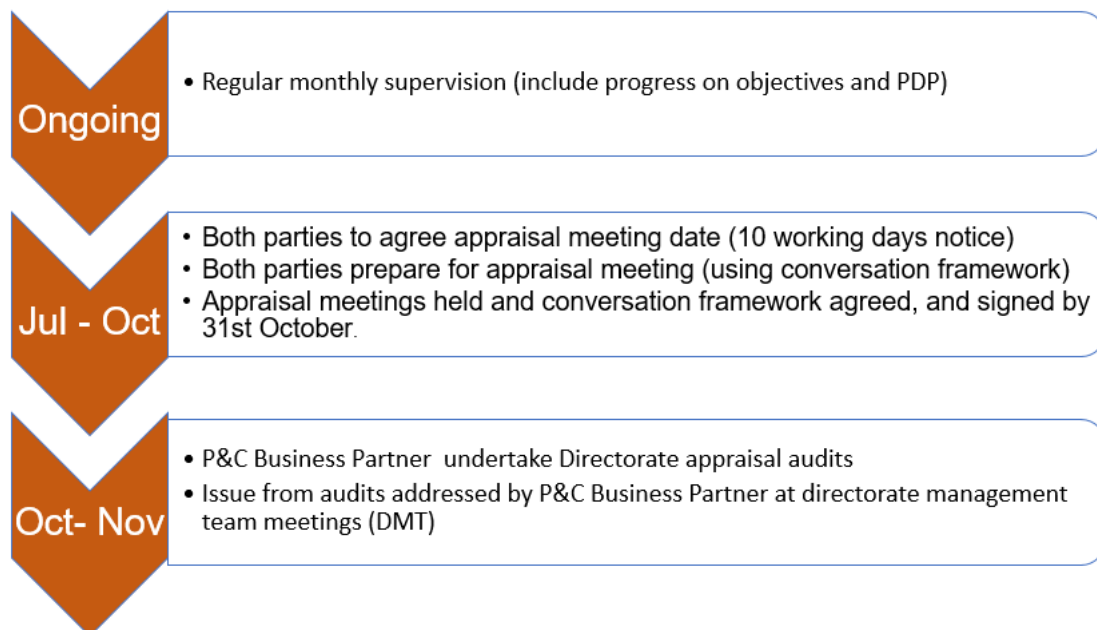
Dear colleague,

As you are aware, the appraisal cycle for 2022/2023 was launched on the **19th July**, with a deadline date of **31st October**. Appraisal will be completed on the ELFT Learning Management System. You can access the system from your desktop (see below desktop icon)



The new appraisal conversation framework has been streamlined to enable quality conversations. We have a variety of resources providing information on the new process, and support on the preparation you and your manager should complete before you have your appraisal conversation.

Please note the appraisal timeline below, and start scheduling appraisal dates with your direct reports.



For those of you who have been unable to access our appraisal training, you can access a recording to the appraisal briefing via [this link](#). The briefing covers:

- changes to the 2022 appraisal process
- key aspects of the ELFT appraisal process (including those in/out of scope for appraisal)
- a demonstration of the appraisal conversation framework
- where to get more information/support

We care

We respect

We are inclusive

An exciting new feature of the online system is the ability to choose your team (staff you manage) and delegate appraisal responsibility to another senior manager. We have created a useful 3 minute video showing you how to do this. [Click here](#) to view.

Once an appraisal has been agreed by both parties and submitted, the status will change from 'incomplete' to 'complete' on your personal appraisal page.

Last week we had a slight glitch with the system so if you completed an appraisal before the 8th August it may not be showing as complete. We have fixed the problem so if this is the case all you need to do is go back into the appraisal and click submit, for the status to be updated.

A gentle reminder that once you have submitted an appraisal, no changes can be made.

If you would like to attend Appraisal training for staff or managers, please book yourself on via ELA. If there are no spaces available, keep an eye on the system as we frequently add new dates.

If you have any questions around appraisal, please do not hesitate to contact us.

Regards,

Princess Kabba, Head of Learning & Development or Cassie Steel, Learning and Development Advisor (emails below).

Princess.kabba@nhs.net

Cassandra.steel@nhs.net

We care

We respect

We are inclusive