

## Appraisal Launch and Training

Dear Colleagues

**The appraisal cycle is now open and will close on Friday 29 September 2023**

Appraisal discussions are critical to the running of the university as they give all staff (appraisee and their appraisers) an opportunity to reflect on each individual's achievements and contributions to the university throughout the year.

Appraisals are an important opportunity to reflect on the previous year and plan for the year ahead. Along with 1-1s, they are an opportunity to have a meaningful conversation with your manager - discussing your individual wellbeing and the support you need. This year we're focusing on a 'cascade' model, where senior leaders will complete their appraisals early in the cycle which will help inform other peoples' goals and objectives.

It is important that all staff have an appraisal, which is then written up in the Horizon system in a way that is manageable – capturing the key points from the appraisal discussion, including your 'SMART' objectives for the year ahead.

### **Training:**

Staff are invited to attend training to support this year's appraisal, focusing on strategic priorities, and how Horizon Talent will support this. By the end of the training, you should be able to:

- Set 'SMART' objectives which are mandatory to record and should be in line with the university strategy and its sub/enabling-strategies.
- Record the appraisal conversation in the Performance part of Horizon Talent.
- Use the appropriate areas within Horizon Talent to record your skills, qualifications and career development, in particular your membership to a university staff network and your career pathway if you are an academic.

## Training dates

- [Monday 5 June 2023 \(15:00-16:15\)](#)
- [Wednesday 7 June 2023 \(11:00 – 12:15\)](#)
- [Wednesday 14 June 2023 \(14:00 – 15:15\)](#)
- [Friday 16 June 2023 \(11:00 – 12:15\)](#)
- [Wednesday 21 June 2023 \(14:00 – 15:15\)](#)
- [Wednesday 28 June 2023 \(10:00 – 11:15\)](#)
- [Thursday 6 July 2023 \(10:00 - 11:15\)](#)
- [Wednesday 26 July 2023 \(10:00 - 11:15\)](#)

To book onto one of the training sessions please click on the relevant link above, which will take you into Horizon. Once within Horizon please click on enrol, click on Add to Calendar and then click on the iCal icon.

If you find you are unable to attend, **please make sure you ‘withdraw’ from the course.**

## Enquiries

If you have any queries or need advice or support on the appraisal process, please email: [appraisal@gre.ac.uk](mailto:appraisal@gre.ac.uk)

If you have any queries relating to Horizon, you can email the IT Service Desk at: [itservicedesk@gre.ac.uk](mailto:itservicedesk@gre.ac.uk)

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To: All Staff