



Appraisal preparation and record

Evidence before the meeting, agreement after it



EM Orbit

Send the first half to your colleague two weeks ahead. Judge the person against what they control, and the system against what it controls.

Colleague (role)

Appraiser

Date

For the colleague: what went well this year, with one example

For the colleague: what got in your way

Evidence brought to the meeting

Area	Evidence	What it shows
Clinical practice		
Feedback from colleagues		
Feedback from patients		
Teaching and supervision		
Training and credentials		
Improvement work		

Agreed goals

Goal	Support the department will give	By when

Sign-off

Colleague

Appraiser

