

360 Appraisal Questionnaire (HL)

Page 1: Introduction

360° Appraisal survey

- The data you are providing will be securely stored by HEE as the data controller, and by Jisc (previously BOS) Online Surveys as the data processor licensed by HEE.
- The data gathered as part of this process will only be accessed, seen and used by the appraisee and their Line Manager. This forms part of the opportunity to reflect on the appraisees work and learning needs, to discuss their development and feedback, in a way that is constructive and motivational.
- We will not share this data across HEE or with other third party organisations.
- The data you provide is confidential.

For information on how Jisc Online Surveys (formerly BOS) deals with your data in its capacity as “Processor”, please click [here](#).

Click [here](#) for HEEs Privacy Notice in full.

Please read the statements below before continuing to complete this survey.

- I have read the above information and understand the purpose of the survey, and how my responses will be used.
- I consent to providing data via this survey, which will be stored and processed in line with the information given above, and via HEEs Privacy Notice.

Page 2: Overall performance

It would be helpful to your colleague, in understanding how they are perceived, for you to give some specific examples of how their knowledge, skills, attitude or behaviour have influenced your ratings for the questions below. Please use the free-text boxes for your comments.

1. How would you rate your colleague's overall performance in their role? * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

1.a. What are the main reasons that you have given this rating?

Domain 1: Knowledge, skills & performance

2. Their knowledge of training and education in healthcare required for their role - * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

2.a. Free-text comments:

3. Their ability to manage problems that arise in the area of work for which they are responsible - * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

3.a. Free-text comments:

4. Their willingness to provide advice and help when needed. * *Required*

- Needs development
- Meets expectations
- Exceeds expectations

Unable to comment

4.a. Free-text comments:

5. Their commitment to improving the quality of the service for which they are responsible for to which they contribute. * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

5.a. Free-text comments:

Domain 2: Safety and Quality

6. Their management of sensitive and confidential information. * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

6.a. Free-text comments:

Domain 3: Communication, partnership and team working

7. Their ability to communicate with colleagues and learners (includes verbal, nonverbal and written communications). * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

7.a. Free-text comments:

8. Their general attitude towards others i.e. is polite and considerate to colleagues and trainees, able to empathise with others as appropriate. * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

8.a. Free-text comments:

9. Their ability to be a team player i.e. willing and able to work with others, contribute to and participate in the work of the team or the organisation as a whole. * *Required*

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

9.a. Free-text comments:

10. Their ability to take a leadership role when circumstances require and to delegate when appropriate. * Required

- Needs development
- Meets expectations
- Exceeds expectations
- Unable to comment

10.a. Free-text comments:

Domain 4: Maintaining trust

11. Do you have any concerns about the probity or health (physical or mental) of this individual in undertaking the role that they hold? * Required

- Yes
- No
- Unable to/ do not wish to comment

11.a. If you indicated 'Yes', you should state the reasons why you have concerns.

12. Any other comments:

Page 3: Thank you.

Thank you very much for taking the time with this 360° feedback.
