# Appraisal and Development Conversations (ADC) Form

# From 2025, documenting the ADC process will be moving online to the new UniCore system. For this year’s ADC (2024) please continue to use this word version.

# Once the UniCore system is live, it is recommendedthat individuals transfer their objectives onto the online system, to prepare for a fully online ADC in 2025 (guidance and training will be provided).

# Note: some of the language in the UniCore system will be different to previous ADCs which is referenced throughout this form:

# Career and Performance = the UniCore section that includes ADC processes

# Performance Goals = objectives

# Career Development – Development Goals = personal and professional development goals

# For guidance on how to have effective ADC please refer to the Appraisal and Development Conversations (ADC) Guidelines and supporting resources on the website ([nott.ac/performance-at-work](https://www.nottingham.ac.uk/hr/guidesandsupport/performanceatwork/index.aspx)).

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|  **Name:** | **Date of discussion:** |
|  **Job title:**  | **Date of last discussion:** |
|  **Job level:** |
|  **Faculty/School/Professional Services Department:** | **Start date of current role:** |
| **Attendees:** |
| **Signed as agreed (appraiser):** | **Name:** | **Date:** |
| **Signed as agreed (appraisee):** | **Name:** | **Date:** |

# This form is intended to be used as a guide to facilitate the structure of the discussion and should cover the following areas:

**Reflection**

Constructively review past activities and how achievements have been realised

**Looking forward**

Discuss personal development and career aspirations including career advancement

**Future objectives**

Agree future objectives which contribute to the priorities of the faculty/ school/department/ professional service area

**Reflection**

Constructively review past activities and how achievements have been realised.

* *Constructively review progress/achievements/delivery against objectives and how these contribute to the faculty/school/department or professional service area.*
* *Consider how objectives have been achieved in line with university values (reference can be made to the Building a Culture for Success guide).*

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| **Objectives** **(Performance Goals / Development Goals in UniCore)** | **Appraisee comments:** | **Appraiser comments:** |
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| **Previous personal development undertaken (appraisee comments):** | **Comments (appraiser):** |
|  |  |
| **Additional comments (appraisee):** | **Additional comments (appraiser):** |

# Looking forward

Discuss personal and professional development and career aspirations. This conversation could include:

* *Personal and professional development needs including informal and formal development requirements and opportunities.*
* *Longer-term development and career aspirations, including promotion readiness or future progression opportunities (where applicable).*

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| **Appraisee comments:** |
| **Appraiser comments:** |
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| **Personal and professional development identified:****(Career Development Goals in UniCore)** | **How this will be met:** | **Priority/time scale:** |
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| **Future career development/advancement discussion notes (if applicable) (appraisee/appraiser):** |

# Future objectives

Agree future objectives which contribute to the priorities of the faculty/ school/ department/ professional service area.

* *Objectives should align with the university, faculty/school/department or professional service area’s priorities and should be appropriate to the level and nature of the appraisee’s role.*
* *When discussing objectives please also consider how work will be achieved in line with university values (reference can be made to the Building a Culture for Success guide) as well as what will be achieved.*

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| **Objectives: (Performance Goals in Unicore)** | **Completion date:** |  **Review date:** |
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| **Additional comments (appraisee):** |
| **Additional comments (appraiser):** |
| **Date of next discussion:** |