

# Appraisal Conversation Template

**Your Name:** [Click here to enter text.](#)

**Name of Appraising Manager:** [Click here to enter text.](#)

**Team:** [Click here to enter text.](#)

**Date:** [Click here to enter text.](#)



Hertfordshire  
Partnership University  
NHS Foundation Trust

**Pride:** What about your roles makes you proud, and why?  
What else can you do to bring pride or joy to your role and what can HPFT do to help?

[Click here to enter text.](#)

**Successes:** What achievements are you particularly proud of over the last 6 (or 12) months?

[Click here to enter text.](#)

**Values & Inclusion:** When and how have you demonstrated our Values? (Please give a couple of examples)  
How have/will you help achieve greater equality and inclusion at HPFT?

[Click here to enter text.](#)

**Objectives:** What work objectives do you need to focus on to support our Good to Great Strategy?  
When do they need to be achieved?

[Click here to enter text.](#)

**Aspirations:** What are your career aspirations in the next few years?

[Click here to enter text.](#)

**Support & Development:**

What support, development & training do you need to achieve your career aspirations and your objectives?

[Click here to enter text.](#)

**Anything else?** Is there anything else you would like to reflect on? Any further support we can offer, e.g. for Health or Wellbeing?

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## Our mission

- We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.
- Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:
- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

## “Delivering great care, achieving great outcomes - together”

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always.
- Consistently achieving the outcomes that matter to the individuals who use our services, their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

## Our Good to Great Journey



## Our Values

Our values & commitments	Our customer care standards
We are <b>welcoming</b> so you feel <i>valued as an individual</i>	<ul style="list-style-type: none"> <li>• Everyone is welcoming and approachable</li> <li>• We will be polite, courteous and friendly</li> <li>• We always see the whole person</li> <li>• We value diversity and difference</li> <li>• Seeking and giving feedback is important to us</li> </ul>
We are <b>kind</b> so you can feel <i>cared for</i>	<ul style="list-style-type: none"> <li>• We offer empathy and compassion</li> <li>• Kindness and understanding are central to our way of working</li> <li>• We are timely and responsive</li> <li>• We are helpful and attentive to your needs</li> <li>• We value and appreciate one another</li> </ul>
We are <b>positive</b> so you can feel <i>supported and included</i>	<ul style="list-style-type: none"> <li>• We have a positive, encouraging, 'can do' attitude</li> <li>• You will get clear explanations and information</li> <li>• We involve people as equals</li> <li>• By sharing ideas, choices and decisions we achieve more together</li> <li>• You will find us supportive and flexible</li> </ul>
We are <b>respectful</b> so you can feel <i>listened to and heard</i>	<ul style="list-style-type: none"> <li>• We promise to listen and to hear</li> <li>• We respect your privacy and dignity</li> <li>• We make time for people</li> <li>• We aim to be reliable and trustworthy</li> <li>• We work as a team, with openness and honesty</li> </ul>
We are <b>professional</b> so you can feel <i>safe and confident</i>	<ul style="list-style-type: none"> <li>• We will be safe, calm and reassuring</li> <li>• Our service will be consistent, efficient and well organised</li> <li>• We expect professionalism and accountability</li> <li>• We aim high and look for creative solutions</li> <li>• Everyone here is interested in improving and learning</li> </ul>