

Employee Guidance

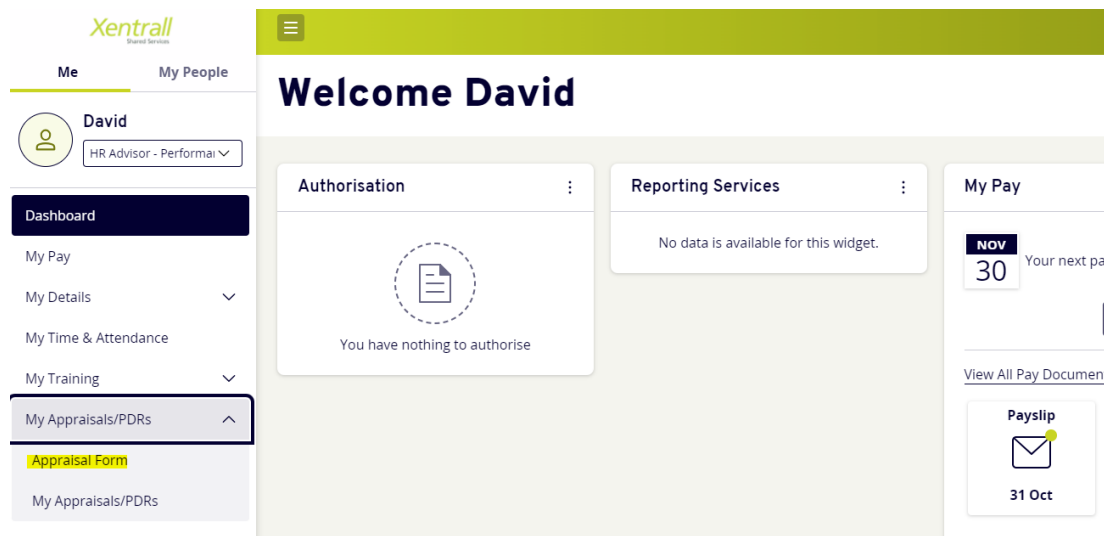
My Journey

The 'My Journey' conversation is an opportunity to summarise and review the year, what has gone well, what could have been even better and what the key learning points are, it could also be used to consider future career aspirations. We understand that not everyone wants to be the Chief Exec but we all have personal aspirations and career ambitions and the great news is that the Council is a fantastically diverse organisation with around 800 different roles, so whether you want to be even better in your current role, are thinking about a sideways move, are gearing towards a promotion or thinking about moving on or retiring, we'll aim to support you with your plans.

With that in mind and whilst the conversation will be an ongoing one, it's good practice to catch up at least once a year to see where we all are career wise, where we are on our talent grid and to discuss what, if any, development needs there may be.

Using the form on MyHR

Ideally a week (but at least 48 hours) prior to your arranged My Journey meeting, you will need to complete your section of the form on MyHR. The form can be found in the My Appraisal section you can log onto MyHR [here](#).



There are 8 questions to complete, most of these are multiple choice. Each question has a purpose and will enable us to pull down and analyse information, which will enable us future proof the workforce, they have also been added to help initiate quality conversations between employees and their managers.

There is supporting documentation, which should be referred to, to help complete the process, in the links section at the top of the form.

Appraisal Form



Post Details

Post Details

Looking Back

Q1 If you only have one post, this will self-populate with your details. If you have multiple posts you will need to select the one you will completing the Appraisal.

Why? – This will enable us to assign information to individuals and Services

Q2 How do you believe you have performed during the last 12 months?

Why? – This should initiate a conversation with you and you manager, whatever your selection.

Consider your performance in the last 12 months – do you feel you have met your own expectations and those that were discussed with your manager throughout the year.

Q2a This will be optional

Why? This section if you wish to complete it will give you the chance to document what factors/projects/ achievements you considered to come to the selection option above. Possibly jot down some of bullet points you considered to allow you to have the discussion with our manager at your My Journey meeting.

Q3 Have you discussed and set your objectives during 1:1's day to day interactions or Team Meetings?

Why? Do you have discussions with your manager setting your targets/objectives, do you know what they are and do you have discussions about the ongoing performance to achieving them – whether daily, weekly, monthly etc as an individual or a group.

Q4 What are your career aspirations for the next 3 years?

Why? This will enable us to understand the aspirations of the council and teams for the short term, to allow for planning in training and development and succession planning, to help us understand what is coming next. This answer will allow open and honest conversation with your manager about what you want or need next from your career, if anything and how best the Council can support you in your plans.

Q5 Considering the last 12 months, which of the below best reflects your current performance, aspirations, and potential on our talent grid?

The Talent grid toolkit and bite size guide can be found [here](#) [web page]

Why? It is important for each individual to consider their role and their future, here we are asking you to consider where you consider yourself to be, which will allow for further discussion with your manager during your My Journey conversation, you will need to be prepared to discuss where you are, if you want to be anywhere different and you don't have to, but if you do this answer will allow for those discussions on how a development plan can be supported.

Q6 Please write a brief paragraph supporting your talent grid statement selection

Why? This allows you to make notes on your consideration points – why you made the selection you did to enable you to have those wider discussions with your manager.

Q7 Reflecting on your performance and behaviours in the last 12 months, new objectives, values framework, career aspirations and position on the talent grid, what is your development need?

Why? This will enable us to identify the training needs and from which areas to help to develop the training plans for the future. It will also allow your manager to discuss with you the training you feel you wish or need and why during your My Journey meeting.

Q8 Reflecting on question 7, what would be the best provision for this development?

Why? This will enable us to consider and review the type of training and development opportunities we offer today and what could be considered more in the future – what are the training needs of our people and how best can we meet those needs.

Development does not always come in the form of face to face training so you should consider all other options to meet the needs of your development? Could having a mentor from your team or another area of the council meet your development or perhaps coaching from a senior or a manager? This is your opportunity to think and discuss with your manager how best you feel you can achieve your development needs and wishes.

Review Save and Submit

You can save you answers as you go and if you get interrupted or need to come back to finish the form you can press save and resume later.

Once you have completed all 8 questions, reviewed your answers and you are comfortable to press **submit** you can and your form will be sent to your manager. An alert will be sent to them, so they know you have completed ready for them to complete their section.

13. For those looking to progress, have you, or do you intend to complete a development plan for this person?

Yes

No

Not applicable

14. Please provide any general comments on the achievements and performance from last year (character limit 1000)

15. Please summarise conversation regarding career aspirations, development and performance, including approximate timescales where applicable and reason for change (2000 character limit)

Clear Download Save Submit ✓

Your next action will be to attend your My Journey meeting with your manager to discuss both your responses.