

# Tunbridge Wells Borough Council Appraisal and Development Survey

**Q1** Have you had an appraisal in the last:  
6 months? .....  12 months? .....

**Q2** Were you given advance notice of your appraisal?  
yes .....  no .....

**Q3** What format do you use?  
form .....  agenda for discussion .....   
other .....   
If other, please specify:

**Q4** Did you prepare for your appraisal?  
yes .....  no .....

**Q5** If Yes, did you? (tick all that apply)  
review your last appraisal notes .....   
identify your achievements .....   
identify areas of difficulty .....   
identify and review training and development undertaken .....   
develop your objectives .....

**Q6** Was your manager prepared for your appraisal?  
yes .....  no .....

**Q7** If Yes, did your manager? (tick all that apply)  
review your last appraisal notes .....   
identify your achievements .....   
identify areas of difficulty .....   
identify and review training and development undertaken .....   
develop your objectives .....

**Q8 What was discussed at your appraisal? (tick all that apply)**

- how you are .....
- your work priorities.....
- your objectives.....
- what causes you stress in your role.....
- training and development received .....
- your job description.....
- the Council's priorities.....
- your Service's priorities.....
- expectations of each other.....
- the links your role has with the Corporate Plan.....
- the links your role has with your department's Service Plan .....
- the links your role has with other strategies.....

**Q9 In relation to your objectives, are they? (tick all that apply)**

- Specific**.....
- Measurable**.....
- Achievable**.....
- Realistic**.....
- Timescaled**.....

**Q10 Do your objectives reflect: (tick all that apply)**

- the Corporate Plan.....  other strategies.....
- the Service Plan.....

**Q11 Has there been any follow-up on what was discussed at your appraisal for any of the following?**

- training and development needs .....
- any agreed actions.....
- other.....

If Other, please specify:

**Q12 Who completes the notes from the appraisal? (tick all that apply)**

- yourself .....  your manager.....

**Q13 Have you received notes from your last appraisal?**

- yes.....  no.....

**Q14** **If Yes, how often do you refer to these?**  
*weekly*.....   
*monthly* .....   
*only when your review session takes place* .....   
*never*.....

**Q15** **Do you have an official review after your appraisal?**  
*yes*.....  *no*.....

**Q16** **Do you have other regular meetings with your manager? (tick all that apply)**  
*yes - one-to-one*.....  *No*.....   
*Team meetings* .....

**Q17** **As someone who is appraised, how effective do you see the appraisal and development process?**  
*Very poor* .....  *Good*.....   
*Poor*.....  *Excellent*.....   
*Fair* .....

**Q18** **What improvements could be made to the appraisal and development process? (tick all that apply)**  
*rename*.....   
*have improved guidance notes* .....   
*have more training* .....   
*have one format* .....   
*have a timetable by which everyone has an appraisal and review*.....   
*have it based on competencies i.e. behaviours* .....   
*be online* .....   
*your appraisal notes to be seen by your manager's manager*.....   
*have your performance rated* .....   
*link each objective to the Service Plan / Corporate Plan Strategy* .....   
*other*.....   
*If Other, please specify:*

**Q19** **Are you a manager that carries out appraisals?**  
*yes*.....  *no*.....

**Q20**      **As a manager, how effective do you see the appraisal and development process?**

<i>Very poor</i> .....	<input type="checkbox"/>	<i>Good</i> .....	<input type="checkbox"/>
<i>Poor</i> .....	<input type="checkbox"/>	<i>Excellent</i> .....	<input type="checkbox"/>
<i>Fair</i> .....	<input type="checkbox"/>		

**Q21**      **If you appraise staff, what could be done to make to whole process work better for you?**

**Q22**      **Please add any other comments you wish to make: (i.e. that would help you to review the current process and make improvements).**

**Thank you for taking part in this survey. Your responses remain anonymous, and on clicking submit will be sent to the Research Officer.**