**Appraisal Process - Answers to FAQs**

1. ***Why is this mandatory?***

Personal review and development is a key University people management process therefore all staff members are required to engage in appraisal.

1. ***Why do I need to have an appraisal as I already meet with my line manager regularly?***

Your annual appraisal is formal and focuses on your contribution towards achieving our University’s strategic goals. Reviewing your performance, agreeing annual objectives and a personal development plan to support career progression.

1. ***Who should conduct my appraisal?***

Your line manager or designated reviewer.

1. ***How do I record my appraisal?***

The appraisal document is available within the Actus platform via the following link: <https://www.actuslogin.com/auth/ljmu>

1. ***Why am I asked to complete the e-learning modules?***

All staff are recommended to complete the LJMU Appraisal and Connected Conversations e-module.

For organisational compliancy, all University staff are required to complete the mandatory modules, unless there are changes in legislation. The mandatory modules provide an overview of the legislation and statutory regulations to enable compliance and an understanding of your rights and responsibilities as a member of staff.

 To access further information visit: <https://www.ljmu.ac.uk/staff/ldf/elearning-modules>

1. ***What should I do if I am uncertain about completing any areas of the form?***

If you are uncertain about any areas of the form and their applicability to your job role discuss this with your line manager prior to completing the appraisal form.

1. ***Can I bring someone with me to the appraisal meeting?***

Appraisal meetings are conducted by line managers or by designated reviewers with the staff member being reviewed.

1. ***Where are the appraisal forms stored and who has access?***

The appraisal forms are stored within the Actus platform. You, your line manager and your senior manager have access to appraisals stored on Actus. External auditors can also access Appraisal forms as required.

1. ***Do I need to update my record throughout the year?***

It is recommended to record your progress towards achieving agreed objectives and note any development activity. The Actus platform can record quarterly reviews and it is recommended to use this throughout the year.

1. ***Is my Director required to add further comments?***

It is optional for Directors to add further comments. Your Director may wish to recognise your contribution to LJMU or add comments if there is a disagreement about your performance.

*For advice or guidance about the appraisal process, please contact Organisational Development* *orgdev@ljmu.ac.uk*