



UNIVERSITY
of
GREENWICH

21 March 2013

Dear Colleagues

APPRAISAL FORM 2012/13

I am writing to clarify that the appraisal form currently on the HR website <http://www.gre.ac.uk/offices/hr/staffdev/appraisal> and the staff portal is the correct appraisal form to be used during the 2012/13 appraisal cycle.

The form content was agreed with Trade Union colleagues at the Joint Negotiating Committee meeting on 30 May 2012. It was agreed that this form should be used for the current appraisal cycle at the Joint Negotiating Committee meeting on 27 February 2013. It was circulated to all staff via an HR Bulletin on 6 March 2013, which is attached below for reference.

I have also arranged for a direct link to the form at:

http://www.gre.ac.uk/_data/assets/word_doc/0003/761349/Appraisal-Form-March-2013.docx

Thank you for your attention to this matter.

Regards

Zofia

Zofia Ashmore

Learning and Development Manager

Email: z.a.ashmore@gre.ac.uk



UNIVERSITY
of
GREENWICH

HUMAN RESOURCES STAFF BULLETIN

Ref No: 4.5

6 March 2013

To: All Staff

Dear Colleagues

APPRAISAL 2013

This is to advise you that from this year, the appraisal cycle is 1 March to 31 July.

A dedicated [appraisal website](#) has now been set up to assist you through the process. It provides information and guidance on preparing for appraisal and completing the form.

The appraisal form has been revised and is available to download from the appraisal website. You are required to use the updated form when completing appraisal.

The University offers training to provide staff with the expertise required to make appraisal a constructive and positive experience by covering the core skills involved. Please visit the [Learning and Development web pages](#) for the appraisal training schedule.

Enquiries: Zofia Ashmore, Learning and Development Manager

Email: z.a.ashmore@gre.ac.uk