

GUIDANCE FOR COLLECTING FEEDBACK

Both you and your manager should actively seek feedback and information from different people (e.g. patients/ clients, colleagues, and partners), any relevant results/data, project/improvement work you have been involved in. This feedback will help you and your manager prepare for your pay progression review and support the rating you are given.

The Pay Progression policy highlights that it is mandatory for staff in bands 8c and above to gather a range of feedback, however it is recommended good practice for staff in all other pay bands.

The following questions can be used for you to gather feedback;

1. What do I do well/ less well in my role?
2. What/ how could I improve in my role?
3. Can you offer any other advice to support me in my role?
4. Can you provide an example of when you have observed me demonstrating the UHBs values and behaviours (see page footer)?

Key points to consider;

Please ensure the feedback you use during your PADR/ Pay Progression meeting is:

- Up to date and relevant i.e within the review period
- Should not be a paper chase
- Verbal feedback is accepted
- If feedback has previously been gathered for other professional/ regulatory continuing professional development requirements, and is up to date and relevant, please do not gather additional feedback
- When approaching people for feedback, please seek from a range of people in order to gain a balanced view.

The questions provided are optional, if feedback has already been gathered in another format,/ via another mechanism i.e 360° appraisal you do not need to use the above as well.

INDIVIDUAL FEEDBACK

Feedback for (Name):

Position of person providing feedback i.e. patient/ colleague/ partner:

Date:

What do I do well/ less well in my role?

What/ how could I improve in my role?

Can you offer any other advice to support me in my role?

Can you provide an example of when you have observed me demonstrating the UHBs values and behaviours (see page footer)?