

THE APPRAISAL PROCESS V'S THE ANNUAL TALENT MANAGEMENT CONVERSATION

The formal annual appraisal process and the annual talent management conversation are closely linked but are different in respect of their focus.

The appraisal is an evaluation of an employee's performance, achievements, and growth over the last 12 months, and an opportunity to agree the objectives for the following 12 months. A talent management conversation is an annual conversation providing a dedicated time for individuals to assess their current position within their career, express their aspirations, and collaborate with their line manager to create a development programme for their career progression.

The outcome of the talent management conversation can then be used to inform talent pipeline discussions at organisational, system and regional level.

Although the content of the two may overlap, the conversations should be held separately (ideally 6 months apart) to ensure that dedicated time is given to discuss the longer-term career aspirations of the employee.

The main similarities and differences of the two are set out below:

	APPRAISAL	TM CONVERSATION
Annual review of an employee's work over the last 12 months providing constructive performance feedback	✓	
Set work objectives for the next 12 months in line with organisational objectives	✓	
Recognition of strengths and achievements in current role	✓	✓
Gain feedback on the employee's performance from colleagues that they work with	✓	
Discuss any required performance improvements for current role and associated training and development and/or support	✓	
Identify skills gaps and any associated training and development	Related to current role	Related to aspirations
Discuss how the department can best utilise the skills of the individual	Over next 12 months	✓
Plan career progression		✓

Inform succession planning and talent pipeline discussions for the organisation	✓	✓
Inform succession planning and talent pipeline discussions for the system and region		✓
Support an individual to achieve their career aspirations	✓	✓
Consider performance against the NHS Finance Competencies of the current role	✓	✓
Consider the NHS Finance Competencies of any aspirational role and how the individual can develop into that role		✓
Include a wellbeing check within the conversation	✓	✓
Discuss and update the employee's Personal Development Plan	✓	✓
Use outputs to inform organisational development and training plans, regional training and development plans, and national requirements	✓	✓
Consider any challenges or barriers the employee may be facing and how they can be supported.	✓	✓

Regular updates on progress made against the PDP or objectives should take place throughout the year through regular 1-2-1's, along with discussions concerning any challenges or changes.

Download: [A Guide for Meaningful Appraisals](#)

View: [Inclusive Talent Management \(onenhsfinance.nhs.uk\)](https://onenhsfinance.nhs.uk)