**Valuing Individual Performance - Flow Chart for Appraisal**

Valuing Individuals and Performance (VIP) is a new appraisal process. On a rolling 12 month basis, employees and managers will meet to discuss their performance from the last 12 months under a VIP summary appraisal. The VIP process gives us the tools to recognise an employee's contribution, utilise talents, support goals and meet development needs.

All documents relating to the VIP Process can be found within the CCC website and accessed externally. [Link to VIP Process.](https://www.cumbria.gov.uk/employeeinformation/vip/default.asp)

The manager should arrange the VIP Summary Appraisal with the individual employee and allow them time to consider aspects they may wish to discuss (provide a copy of the form if necessary). Review the previous year’s appraisal.

Once all individual VIP Summary Appraisals are complete within your team, complete the [Team Theme Reflection Form](http://www.cumbria.gov.uk/eLibrary/Content/Internet/536/5901/6049/4357911579.docx) and forward this to your senior manager. This allows team managers the opportunity to feedback so that appropriate actions can be taken. For example, the planning of training courses.

Carry out appraisal and complete [Summary Appraisal / Goal Setting Form](http://www.cumbria.gov.uk/eLibrary/Content/Internet/536/5901/6049/43579115545.docx).

[Guidance documents](https://www.cumbria.gov.uk/employeeinformation/vip/guidance.asp) are available to assist if required.

Using [iTrent People Manager](https://itrent.cumbria.gov.uk/trentl_web/wrd/run/etadm001gf.open) (Learning and Performance) record the appraisal under ‘Appraisal – New’, for Review Type select ‘Summary Appraisal – Annual’.

Upload the Appraisal Form under ‘Appraisal Documents – New’. Once uploaded ensure any paper copies are disposed of securely.

Provide [learning and development support / wellbeing support](https://www.cumbria.gov.uk/employeeinformation/vip/guidance.asp) highlighted from the employee appraisal