**Valuing Individual Performance**

**Flow Chart for Appraisal**

Valuing Individuals and Performance (VIP) is a new appraisal process which will require individual appraisals to be carried out every 12 months in Q5 (Apr – Jul). 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 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.

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

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.

Once all individual 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) with relevant outcomes and forward to fireservice.LD@cumbria.gov.uk . This allows team managers the opportunity to feedback so that appropriate actions can be taken. For example, the planning of training courses.