Electronic Staff Record

Appraisals in ESR

Using the Appraisal functionality in ESR further extends the use of Supervisor and Manager Self Service. It unlocks potential to create a paperless process that is trackable for both appraiser and appraisee. This functionality also provides the ability to report at organisation level on talent and achievement within departments. It allows organisations to focus on the quality of an appraisal, over and above confirming that one has taken place.

Benefits.

To incorporate appraisals into the usage of ESR unlocks multiple benefits:

- Simple, widely accessible reporting in ESR BI.
- Visibility and ownership for both manager and employee, as well as the organisation as a whole.
- Focus on appraisals of quality and content.
- Easy transition to NHS Employers Pay Progression arrangements.
- Bespoke templates to reflect the organisations steer on appraisals.
- Automated emails reminding participants of deadlines and key dates.
- Performance Management Plans available to interact throughout the appraisal period and record discussions/evidence as time progresses.
- The ability to set objectives to cascade through the organisation as a whole.
- Encourages managers and employees to own the process and increase compliance.

We want our managers just to record the dates that an appraisal has taken place.

Using Supervisor and Manager Self Service this is a simple task. You can input the date an appraisal has taken place and the system will generate reminders for both the appraiser and appraisee to complete in the next appraisal cycle.

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We would like the output of the appraisal recorded with more detail, could this utilise our local questions?

Absolutely. You can either use the general template we have nationally, or you can create a bespoke one.
If, as an organisation, you are looking at creating one of your own, you need to decide whether to use the form builder in ESR (which is a little more restrictive in terms of presentation), or if you have the skills in-house to build an HTML template, one that could fully reflect your the organisation's desired look.
We even have a guide that will help a complete novice make the first steps into creating HTML.

Can our organisational objectives be used in an appraisal and tracked?

For this option, you will need to consider using the Performance Management Plan (PMP) functionality. This will require a little more work to set up and maintain, but it allows you to create bespoke rating scales, manage your timescales throughout the appraisal period and report in much greater detail at every step of the process.

What are the advantages of this? It means the appraisal process is completely paperless, and the appraisal is stored in ESR so that previous years appraisals can be reviewed, and it gives greater detail from a reporting perspective. It also allows managers to report on departmental compliance and identify people doing well, or in need of a little extra support.

The PMP includes the options of:
- Rating Scales.
- Eligibility Profiles.
- Objectives Library.
- Bespoke templates.

To find out more about what you can achieve through a PMP, check out our handy guides here:
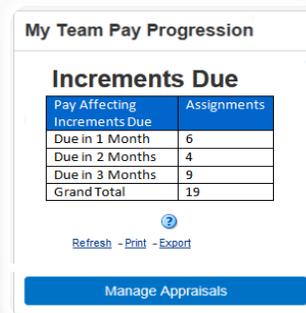https://www.esr-education.online/pmp

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NHS

Can ESR record Pay Progression meetings and other types of recordings such as Nurse Revalidation?

The Appraisal functionality in ESR can be used for more than just your standard annual appraisal. We worked with NHS Employers to enable Managers to complete the new Pay Progression Meetings through Self Service, and there is even a specific Pay Progression portlet available for managers on their ESR Manager Dashboard.

To find out more click here. There is also the opportunity to record nurse revalidation centrally as an organisation.

What reports are available ?

Reporting is made easy for managers through Self Service. The national portlet is standard on all Supervisor and Manager Dashboards and gives managers information about their appraisal compliance rates within their team. Once clicked the full BI reporting capability is available.

Want something different in your report? An organisation can create their own BI report and turn this into a portlet; so reflecting the organisations local parameters.
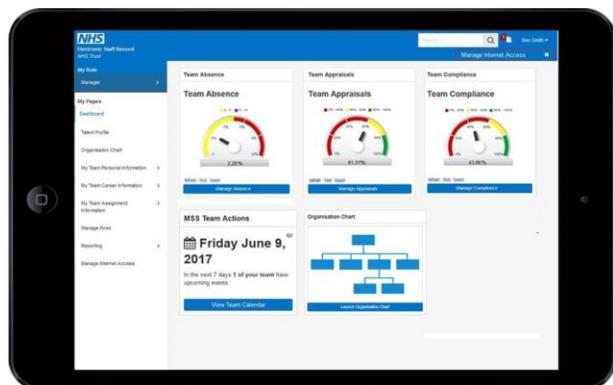
If as part of the appraisal process a manager needs to monitor training compliance, they can do this in just a few clicks by accessing the compliance portlet on the dashboard. One click on the gauge and the BI function is accessed.

Reporting as a central function is also important. BI has a raft of reports relating to appraisals to help you manage this organisation wide. You can also create tailor made reports to pick up detail from the appraisal itself, such as the rating scales completed in PMPs.

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Next steps?

Firstly, you need to contact your NHS ESR Functional Account Manager who can help advise on which of the options is most suitable for you to progress. Your ESR Functional Account Manager details can be found on the ESR Hub. Details for your regional contacts can be found via the links below:-

- London
- South of England
- Midlands and East of England
- North of England
- Wales

You need to decide which bit of functionality you want to use to determine how you would roll it out, but all of the appraisal functionality requires you to have at least Supervisor Self Service rolled out across the organisation.

Interested in implementing Appraisals in ESR? Your NHS ESR Functional Account Manager can talk to you about how to do this.

Before you get started, why not access our helpful guides on our support sites by clicking here.