

Performance rating appeal

Talk to your manager to understand why they gave you this rating.
Then work through the boxes below and fill in as much detail as you can.

Step 1

Your rating looks at your whole performance – that means what you’ve achieved, your goals and how you’ve gone about it and your behaviours.

Read through the description of the rating you’ve been given. Detail the reasons and give some examples of why you think this doesn’t reflect your overall performance for the year.

You can find descriptions of performance ratings by following [this link](#).



Performance rating appeal

Step 2

Now, read through the description of the rating you think does reflect your performance - detail the reasons and provide examples of why you think this does represent your overall performance for the year.

You can find descriptions of performance ratings by following [this link](#).



Performance rating appeal

Step 3

Reflect on the information you've put above and decide what steps you now want to take. This could be:

- a) Share the information you've put on this form and your thoughts about it with your line manager and discuss how you can build this into your goals and development plan for next year. If you want to aim for a specific rating then talk to them about this too.
- b) Share this form with your line manager and set up some time to talk to them about the reasons you want to appeal the rating you've been given this year

Putting together the information above and talking to your manager will hopefully resolve any concerns you've got about your performance rating or the performance process.

But if not, and you want to progress with an appeal, then you can ask for another independent manager to look at the information. To submit an appeal you'll need to have fully completed the form.

The independent manager will invite you to a meeting to discuss your concerns and give you an outcome. Their decision will then be final.