

## Supervisions Vs Appraisals

Both appraisals and supervisions (also called one to ones or 1-2-1s) play a vital role in the development of your workforce but can often be confused. The table below outlines the difference between the two and how they can be applied.

| Appraisal   | Supervision   |
|---|---|
| An annual event   | Occurs on a regular basis, as and when required.  |
| This is an opportunity for managers to review last years objectives and performance and look at what has been achieved.                         | This should be an opportunity for employees to spend some time with their manager to discuss how things are going with work and wellbeing       |
| New SMART objectives based around the workers goals and aspirations should be agreed for the next year.   | Managers should take a step back and allow the worker to lead the conversation, unload and identify what they need to be doing moving forwards. |
| Appraisals are an opportunity to motivate and celebrate successes over the past year as well as identify any lessons learned and training needs | Supervisions are an opportunity to identify any new development opportunities such as buddying  |
| The objectives set in the appraisal should be discussed regularly at supervisions to ensure they are being progressed                           | Objectives set at appraisals should also be reviewed at supervisions to ensure they are being progressed  |

**“Our talent development strategy incorporates structured one-2-ones, appraisals, succession planning and extensive training opportunities.”**

Dimensions, Recruitment & Retention accolade finalist 2017

Continue reading further information on how you can implement appraisals and supervisions to your workplace or visit the ‘retention section’ on the Skills for Care website.



Appraisals and supervisions are one of the few opportunities you have to sit with your staff and focus on them. It's about valuing them and also working with them to identify areas of improvement that they are motivated to work towards.

### Why do appraisals/supervisions?

- they help ensure your staff know their job and what is expected of them and as their manager you are keeping informed of how they are doing.
- ensure employees understand what the values and behaviours mean to them at work
- provides employees with a regular forum to voice concerns and highlight positives
- identify learning and development needs along with identification of any issues employees are facing and can work through solutions to try
- develop staff career goals and assist with succession planning
- ensure staff are feeling valued and supported in their role
- identify staff strengths and areas for development and how they can be best used and supported
- the wellbeing of employees is being cared for.

### What to consider when planning

- make sure employees are fully informed on what appraisals and supervisions are and what the objectives for the session are
- plan uninterrupted time in a quiet room
- focus on the conversation, not on the form
- for appraisals staff in advance to think of 3 things that have gone well this year to celebrate success and also 3 things that could have gone better to learn from
- both parties need to be prepared with specific evidence and examples
- agree on SMART (Specific, Measurable, Agreed-upon, Realistic, Time-based) objectives the employee will feel committed to and motivated by
- anyone carrying out an appraisal should have the relevant training.