

[Appraisal Recording e-Verification](#)

You are required to record your appraisal onto your own training record. You can do this using the 'Appraisal e-Verification 2016/17'

Multi post holders should have an annual appraisal for each post. Multi posters; please note you are verifying that you have had appraisals for all posts.

To Record your Appraisal

- Login to the LEaD training website
 - There are two ways to find the Appraisal e-Verification:
 1. From the 'course search' page, select e-Verification from the course group drop down on the left. From the list, select 'Appraisal e-Verification 2016/17'
 2. On your home page you will see a red requirement in your 'Statutory and Mandatory training requirements' select Appraisal Recording and this will then load the e-Verification page
 - Once on the e-Verification page, click on 'Create'
 - Please read the instructions on this page before verifying
 - Please use the link in the details section to evaluate your appraisal on Survey Monkey
 - Using the calendar, select the date on which your appraisal was held
 - Enter your password into the box then click 'send for authorisation'
 - Check it is being **sent to your correct line manager** then click 'yes'
 - Once your manager has approved this verification, your appraisal button will turn green
 - You must only complete this process if you have had your appraisal. This is subject to audit and you may be required to provide evidence of your paperwork
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Staff who are unable to Access a PC

In some areas, such as TQTwentyone and Estates & FM, where access to IT is a challenge, local arrangements will be in place to ensure all staff has their appraisal recorded. Booking coordinators will know who they are, have access to verify staff have had their appraisal for teams with limited access to a PC.

my diary

My Statutory and Mandatory Training Requirements

Appraisal Recording	Required
Information Governance	03/12/2016
Fire Safety	07/12/2016
Health and Safety	07/12/2017
Moving and Handling of Inanimate Loads - Update	07/12/2017
3 Yearly Infection, Prevention and Control including Hand Hygiene and Inoculation Incident Training	08/12/2017
Safeguarding Adults Level 1	08/12/2017
Safeguarding Children Level 1	08/12/2017
Conflict Resolution	09/12/2017
Respect and Values	03/12/2034
Customer Care	04/12/2034
Governance/Risk	04/12/2034

[View All My Certificates](#)

From 1st April, your Appraisal Recording button will show up as red – click the link when you are ready to verify that you have had your appraisal.

Appraisal e-Verification 2016/17 SH-V1603

Price £0.00
Code (Southern Health NHS Foundation Trust (CP))

[view description](#)

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Prices shown are excluding VAT and Tax

Create Create a verification for yourself

Have you had your appraisal?
If you have **NOI** yet had your appraisal for this year then do **NOI** complete this e-verification.

By completing this e-verification, you are declaring that you have had your appraisal for 2016/17 and can provide evidence to support this.

PLEASE ENSURE YOU ARE IN YOUR MANAGERS TEAM BEFORE SENDING TO BE AUTHORISED

This is NOT a training course!!

Completion of this verification is a formal declaration. Multi post holders should have an annual appraisal for each post. Multi posters; please note you are verifying that you have had an appraisal/s for all posts.

Click 'Create' to verify your appraisal.

Details

- I confirm that I have had my appraisal for 2016/17 OR I am in a new role and have had my objectives set
- I confirm that I have the relevant documentation to evidence that I have had my appraisal(s) OR I have documented evidence of my objective setting for my new role
- Please click the following link to evaluate your appraisal:

<https://www.surveymonkey.co.uk/r/SHFTappraisalsurvey>

Valid from date: 1 April 2016

Confirmation

To create this verification we need to verify your identity. To do so, please re-enter your password in the box provided and click 'send for authorisation'.

Enter your password to continue:

Use this link to evaluate your appraisal.

Use this calendar to select when your appraisal was held.

Enter your password in here then click 'send for authorisation' – make sure you are sending it to your correct line manager.

