An introduction to Appraisal and Development Conversations (ADC)
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We seek to achieve a high work-performance culture. The ADC process supports this by ensuring you have clarity over your role and responsibilities, have the opportunity to reflect on your achievements and on your areas for development, enabling your performance to be supported, enhanced and managed effectively.

ADCs are supported by your University faculty/school/department or professional service area’s balanced frameworks. These balanced frameworks detail your area’s strategic priorities and points of focus, providing context in the ADC for discussing your contribution to these priorities and helping shape future objectives informed by the wider context of the priorities in the area in which you work.

The ADC approach
The ADC approach is based on a conversational framework, encouraging regular conversations during the year, supported by a minimum annual ADC taking place, intended to provide on-going support and to review progress against objectives, including where there may be any barriers to achieving these, alongside the opportunity to regularly discuss development.

Aims
The ADC process aims to provide opportunities to:
• reflect on delivery of your role and responsibilities, achievement of objectives and where not fully achieved, progress towards achievement, alongside any challenges and/or barriers
• discuss career development, career aspirations and wellbeing
• agree future objectives, considering the strategic priorities of the faculty/school/department/professional service area and taking into account your needs, ambitions and individual circumstances

Equality and Diversity
ADC is open to all staff and equality of opportunity should be reflected throughout the process. For further information and guidelines please refer to:
• HR webpages: nottingham.ac.uk/hr
• Leadership and Management Academy and on-line learning resources: nottingham.ac.uk/LMA
• Professional Development webpage: nottingham.ac.uk/go/professional-development

Key stages
There are three key stages to the ADC:
• Preparation – time to reflect on your achievements and contribution and time to plan for the future
• Discussion – through your ADC
• Recording – noting agreed actions, outcomes and objectives
Preparation
You should reflect on your progress against your objectives and personal/professional development plans since your last ADC (or since being appointed in post if sooner). Think about your successes and challenges and consider what lessons you can learn for the future. You should reflect on what behaviours have been demonstrated and how objectives have been achieved. Using the Building a Culture for Success Guide may be useful in considering how you are delivering your role and responsibilities.

Looking forward you should think about any areas you may want to develop and any broader career development and progression aspirations as well as what your future objectives could be. You may also want to think about any wellbeing and work-life balance areas that you would like to discuss.

Discussion
Reflection: Your ADC meeting will provide the opportunity to discuss your progress, achievements and contributions to your faculty/school/department or professional service area and any reflections on challenges/obstacles you may have had and how these may be overcome in the future. You may also want to discuss other topics such as work-life balance and wellbeing.

Looking forward: There will be opportunity to discuss any future career development and progression. This could focus on your career aspirations in the short, medium or longer-term as well as development needed to support you in fulfilling/growing in your current role.

Future objectives: You should agree future objectives and priorities, within the context of your area’s balanced framework.

Recording
Your comments on progress against objectives, achievements, contribution and development needs should be recorded on the ADC form prior to the ADC taking place and shared with your appraiser. Your appraiser can also make comments on the form, which will be referred to during the ADC.

A record of the conversation and the future objectives agreed during the ADC should be recorded on the ADC form. The ADC form can be referred throughout the year to support reviewing progress towards aims and objectives.
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[link to performance-at-work webpage]