

Email sent out to all ACC email accounts on 27th July 2020:

Hi Everyone

Last Autumn, our previous appraisal system, PR&D, became Continuous Review & Development – CR&D. This brought with it a new self-assessment using the Guiding Principles, a new platform on CoreHR and a new approach that focusses on *continuous* performance improvement, achieved through regular one-to-ones between your line manager and yourself. Find out more [here](#)

We are excited to tell you that the new CR&D cycle is open and runs from now (July 2020) until 1 March 2021.

Thanks to your feedback, the People Development team have made a few changes to the system to make it easier for all to complete allowing time for what is really important, and that is the meaningful conversation. Here is what we have changed:

You said...	What's new...
<i>"There are too many 'clicks' to the process on CoreHR"</i>	The approval button has been removed. So now when you enter objectives, your manager no longer needs to approve it! Instead you just need to have a conversation with your manager at your 1 to 1 to discuss how this fits your role.
<i>"The self-assessment of the Capability Framework is too long and time-consuming to complete"</i>	The Capability Framework has been reformatted and now the indicators are grouped under 15 skillsets.
<i>"Sign off and rating process is too complicated"</i>	We've simplified the rating process and how to sign off.

So, what happens now?

Get started by logging to [CoreHR](#) and then:

- Look back at your old capability framework - you do not need to update your old capability framework, this is for reference only. **Update your new capability framework which is structured against the 15 Skill sets.** What's changed? How have you improved your ratings since you first completed the assessment?
- **Add your objectives.** It's likely that a lot has changed since lockdown: priorities will have changed, some projects or tasks may be paused or stopped completely. Make sure you're updating your objectives to reflect that, so that when it comes to the final rating you're being assessed against what could reasonably have been expected of you.
- Update your development plan. Have you undertaken the development specified last time? Do you have any new things to add?
- If you've not had one in a while, **book in your next catch up conversation** with your line manager. Catch ups are a great opportunity to talk about your objectives and reflect on how your knowledge, skills

and behaviours are measuring up against the Guiding Principles, measured through the Capability Framework.

For help on the CR&D process, check out the graphic below (a copy is also available online), look at the [guidance documents](#) on People Anytime and keep your eye out for additional guidance, FAQs, training and demos which will all be available on the site soon.

As always, we welcome your feedback. Please send any you have to peopledevelopment@aberdeencity.gov.uk

