**Artist Appraisal**

Notes:

This appraisal uses a standard workplace process and looks at how this could be useful for those working in the creative industries. It is designed to be flexible and adaptable; a working document that fits your needs. Feel free to edit it as you see fit.

Remember, effective performance is about **what** you do and **how** you do it.

Appraising your work is an opportunity to review your practice, set goals and evaluate your achievements and identify your development needs. It is also a continual process.

**HOW TO USE THIS FORM:**

This form is a template only. You can use it in any way that is useful to you and make any changes you require. As it stands the sections are as follows:

1. Identifying Success Factors

2. Reviewing your practice against your Success Factors

3. Progress against agreed objectives during the last 12 months

4. Main achievements in the last 12 months

5. Main difficulties in the last 12 months

6. Set objectives for the next 12 months

7. Set development needs for the next 12 months

8. Performance review summary

**Artist Information**

**Name:**

**Date of appraisal:**

**1 Identifying Success Factors**

Before you start this section, take a second to think about what success looks like to you. This needs to be within your control to achieve. For example, I might want a particular theatre to programme my work but that’s not within my power to make happen. What I can do is; write the play, send it in, approach the venue for a meeting etc.

Once you have an idea of what success means to you; look at the following list and pick 3- 5 of the following success factors that are important to your success in your current practice. So in my example above I might choose output, projecting confidence and thinking strategically. Feel free to edit these or make up your own. These have been clustered for ease but you can pick any you want.

Success factors allow you to set the measures by which you mark your progress. Remember you are only ever in competition with yourself and this is an individualistic approach that lets you set your own agenda. Success factors are “attitudes and behaviours that result in effective job performance”.

Creative Practice

- Patterns of work

- Defining voice

- Output

Inspiring others

- Communicating

- Influencing

- Projecting confidence

Looking to the future

- Thinking strategically

- Embracing change

- Gathering information

Working together

- Developing talent

- Team working

- Understanding others

Taking responsibility

- Planning & organising

- Finding solutions

- Service delivery

**2 Reviewing your practice against your Success Factors**

|  |  |
| --- | --- |
| Identified success factor | Comments [why this success factor has been identified, why it is relevant and to what extent you currently meet it]. |
| *For example: Output*  *For example: Communicating* | *For example: Output is a direct result of my practice, a means by which I can connect my ideas with the general public and open up a conversation. It also feels measurable.*  *In the last 12 months my output has been the R&D of a new show, a tour and a series of workshops etc.*  *For example; How I communicate my work and generally communicate with others is important, because of my reputation and brand as an artist… etc* |
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**3 Progress against agreed objectives during the last 12 months**

The first time you complete an artist appraisal, you won’t need to complete this. Every time after that, you will use this section to monitor progress against those identified in the previous year’s appraisal (section 6).

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| Objectives | Progress | Comments |
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**4 Main achievements in the last 12 months**

**5 Main difficulties in the last 12 months**

**6 Set objectives for the next 12 months**

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| --- | --- |
| Use this section to identify objectives for the next 12 months. Objectives should be SMART [Specific, Measurable, Achievable, Realistic and Time Bound] | Target Date |
| *For example, I will write a new play or I will submit to 3 writing competitions etc. Link these back to your success factors where possible.* |  |
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**7 Set development needs for the next 12 months**

This is an opportunity to identify any training or development needs you might have and want to address in the next 12 months.

*For example; Social media training; Mentoring or shadowing opportunities; Identifying peer support network…*

Date of interim review (if applicable) *For example, if you want to review after 3 months, 6 months etc.*

**8 Performance review summary**

This is your opportunity to make any comments, reflect on the process or add in anything you haven’t had chance to capture anywhere else.

Reviewee’s comments