



Line Manager guidance: Officer appraisal form

Here at P&O Cruises, we're focused on driving a performance-led culture, creating the conditions for everyone to deliver the best possible outcomes for the business. Appraisal conversations with team members on how they have performed during their tour is a very important part of the performance process.

Holding an appraisal performance conversation

- ✓ The conversation is confidential and should be held in a place where you cannot be overheard by others.
- ✓ Book a time and place in advance with your team member so they can prepare any thoughts they have about their performance and achievements. You should also both think about any development opportunities they may have.
- ✓ During your conversation you must talk through the team member's behaviours, skills and how they have performed against the technical aspects of their role. An overall performance rating is then applied at the end of the conversation.

Completing the online appraisal performance form

- Ensure the correct personal details and **officers personal email** address is added to the form.

Please note: a summary of the appraisal will be emailed to the **officers personal email** address that has been added to the form.

- How has the officer achieved tour goals and what have they done to ensure operational performance?

10. Summary of achievements for this tour *

Enter your answer

11. Suggestions for improvement in next tour *

Enter your answer

- Leadership, how has the officer demonstrated the Culture Essentials and modelled the White Star Values? What impact have their behaviours had on others?

12. Impact during this tour *

Enter your answer

13. Suggestions for improvement in next tour *

Enter your answer

If the officer you are evaluating does not have annual goals set by the Shore Line Manager please skip to the next point.

- How is the officer making progress towards achieving their annual goals

14. Summary of achievements towards their annual targets and goals during this tour

Enter your answer

15. Where to focus next year

Enter your answer

- Attach documents that provide supporting comments to the performance summary. This is where the Goals/Objective & Performance Tracking document should be attached.

Please note: You will not be able to submit unless a minimum of one PDF document is attached here.

16. Attach documents that provide supporting comments to the performance summary *

You can attach up to 2 PDF documents

 Upload file

File number limit: 2 Single file size limit: 10MB Allowed file types: PDF

- Input an overall rating score using the below rating scale. Consider both behaviours and performance.

Rating Heading:	Description:
Needs Improvement	Has areas for improvement in how they perform their role
Successful	Achieves performance expectations consistently. Accomplished the right results with the right behaviours. A reliable contributor to the team and Carnival UK
Exceptional	Significantly exceeds performance expectations with broad impact. Drives exceptional results and models the right behaviours

- Add your name and Carnival UK email address as the onboard line manager

18. Line manager's name *

Enter your answer

19. Line Manager's Email Address *

Please enter an email

Please note:

The form can't be saved and then reopened later. If you close it before it's submitted your input will be wiped and you'll have to start again.

If you submit the form and then later need to change it, you must advise your HR Manager. They'll instruct the previous form to be deleted so you can send a new form. In this instance, your team member will be emailed a new copy if the appraisal ratings, comments and attachments.