



1. Arrange enough time in the diary with your performance manager - please don't leave until end of August in case you need more than one discussion and in case you need to edit your forms. **End of August is a hard deadline.**

2. Complete all relevant sections of the year end portion of the Dialogue form before sending to your performance manager - please don't leave sections blank...!

3. The form must be completed by you prior to the discussion and you'll need to give your performance manager enough time to read and prepare prior to your session. **Don't forget to seek feedback from at least 5 peers/internal clients** asking for comments and constructive feedback on specific areas on which you've worked together or delivered for them.

4. All year end forms, including performance manager feedback need to be completed in Dialogue by the end of August. Then we'll start the **goal setting which must be complete in Dialogue by end September**. During September you will also need a 30 minute session with your counselling partner/manager to **discuss career development**, the outputs of which should be factored into your goal setting.

(NB: For what took place in my case, see e.g. Header 6 of my [17.01.08](#) Grievance; **section 8 KPMG pg.**

My so-called 'performance appraisal' took place in 2 parts...**in Oct 07! I secretly recorded both meetings:**

- the 1<sup>st</sup> one, on [09.10.07](#) with **Ceri Hughes** (recording under **section 8.1 KPMG pg**);
- the 2<sup>nd</sup>, on [24 10.07](#) with **Peter Bassett, partner, and Kathy Woodhouse, Human Resources** (recording under **section 9.1 KPMG pg**),...

...after I complained to **Jeanette Dunworth, HR**, about Ceri Hughes (my [15.10.07-10h05](#) email). (However, **it was STILL a continuation of the SAME treatment: sections 9.1 to 9.7 KPMG pg**)

**(NB: If the linked documents don't open, try with:**



Here's a reminder of performance manager/counsellors

[✂]

	Performance manager	Counsellor	
Noelle	Ceri [Hughes]	Ward [Prat]	(Partner, heading my group, who stood there watching Hughes, Bassett & HR do the dirty work)

[✂]

Any questions - please let me know  
Ceri