Green box = task for Appraisee

Blue box = task for Appraiser

6 months before

- Review appraisal and revalidation requirements
- Start thinking about collating supporting information
- Review PDP from last year (if applicable)
- Review agreed Form 4 from last appraisal (if applicable)
- Obtain SOAR / Turas login if you are new user

3 months before

Liaise with Appraiser to arrange appraisal meeting

- Appraiser / Appraisee to liaise with each other to arrange an appraisal
- Once agreed, the meeting details is added to SOAR by Appraiser

2 months before

Appraisee starts to collate (if not already done so) supporting information and complete appraisal forms on SOAR

Up to 2 weeks before

Appraisee submits Appraisal Forms (inc uploaded supporting info) to Appraiser, via SOAR

Appraiser to:

- confirm meeting
- agree agenda and
- identify major topics for discussion

Appraisal meeting
on agreed date(s)

Within 14 days of appraisal

Appraiser and Appraisee agree and complete Summary Appraisal Form 4 via SOAR **(requires electronic sign off)**

Appraisee and Appraiser complete Feedback Forms 6 (links available from SOAR)

Upon completion of Appraisal Form 4

Automated confirmation emails from SOAR will be sent to Appraiser, Appraisee, and local team.

Process completed; appraisal records automatically archived on SOAR.

Within 14 days of receipt of confirmation email

[Optional] Appraisee files relevant documentation in personal Revalidation Portfolio (if applicable) on own devices