
Values Based Appraisals (VBA):

What to do if you completed a VBA on My Learning Hub during April or May 2021

This guide is for anyone who completed a Values Based Appraisal on My Learning Hub during April or May 2021. It contains the steps to take to ensure that your appraisal conversation has been documented.

Further guidance, including pictorial guides of how to navigate the VBA module within My Learning Hub can be found either in the modules resource library within the system or on our Culture and Leadership intranet page.

How do I access my previously entered appraisal information?

You can return to your online VBA to check your record and complete it as follows:

- a. press the 'My VBA' tab
- b. press the 'Values Based Appraisal' button (the status will be incomplete)
- c. press the 'Start' button
- d. You should be able to pick up your appraisal where you left it
- e. We advise you to check through each of the VBA pages from the 'Welcome' page onwards to ensure that you have entered your appraisal date and clicked on the 'Save and send' button. This is required to enable an automatic email to be sent to your appraiser for them to complete the appraisal process for you.

Please be aware, on some earlier versions of the VBA:

- You will need to fill in the date of the appraisal conversation. This can be found on the 'Welcome to your values based appraisal' first page.
- Some of the text boxes have changed and you may need to re-enter your information e.g. 'looking back: previous objectives' – in each of your previous objectives the 'My previous objective' text box is new and you will need to enter your objective – all other information will still be saved for you if you've previously entered it.
- For a very small number of people (c100), we have created a new form and the VBA will need to be re-entered. We have contacted all of those people impacted but are aware that

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not everyone has responded back to us with their choice regarding which version they wanted to keep.

How to ensure your appraisal is signed off and recorded as complete:

We have introduced a more streamlined completion process. You should ensure that you go to the 'My Personal Development: My Objectives' page and press your 'Save and send' button.

This will send an automatic email to your appraiser / manager asking them to review your VBA form, add in their appraiser feedback and sign it as complete.

Once your appraiser / manager has done this your appraisal will then be recorded as complete for this year and no further changes can be made to it.

Who can I get help from?

What do I need help with?	Who can help?
How to fill in the VBA form in My Learning Hub	We have produced some pictorial guides to help you navigate the VBA module within My Learning Hub. These can be found in two places: <ol style="list-style-type: none">1. In the resource library of the VBA module on My Learning Hub.2. On the Culture and Leadership page of the Trust Intranet: Values Based Appraisals Intranet Page
Technical Assistance with My Learning Hub	If you need help with anything technical relating to My Learning Hub such as accessing the system or difficulties with the form, please log a request with the IM&T help desk using this link. http://ouhimtservicedeskonline.oxnet.nhs.uk/hes/
The content of the VBA form, for example what kind of information to include in each of the sections	For non-technical assistance with your Values Based Appraisal please email us on Culture@ouh.nhs.uk

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