

# NHS Appraisal Toolkit downtime

## 1. What is happening to the NHS Appraisal Toolkit website?

Although there has been NO evidence of any breach of security, routine testing of the NHS Appraisal Toolkit website indicates that it should be updated to ensure that this cannot happen. As the safety and security of your data is the foremost priority, the ATK website was taken down at 16.00 on the 9 February 2010.

**The ATK website will be re-instated by Wednesday 3 March 2010.**

We are sorry for any inconvenience this may cause.

## 2. What will happen to the appraisal documentation I have already entered in the ATK website?

The appraisal documentation you have entered in the ATK website will be *securely* stored in the ATK databases and will be available to you once the website has been updated and re-instated.

## 3. My appraisal is due shortly, what should I do?

**If your appraisal is due in the next three weeks:**

- Please contact us by email ([atkenquiries@schin.co.uk](mailto:atkenquiries@schin.co.uk)) to request a copy of your documentation. We will need to ask you a number of specific questions for verification purposes. Please note, we can only send this information to your registered email address.
- Contact the person who is responsible for arranging your appraisal date to discuss whether your appraisal needs to be re-arranged. This will either be your appraiser or your Trust appraisal administrator.

**If your appraisal is due shortly but not in the next three weeks:**

- Please contact the person who is responsible for arranging your appraisal date to discuss whether your appraisal needs to be re-arranged. This will either be your appraiser or your Trust appraisal administrator.

#### 4. What can I do in the meantime?

If you have saved a 'preview' of your appraisal forms (Word document) onto your own computer, disc, or memory stick you can complete these and print them or email them to your appraiser.

Once the ATK website has been re-instated, you can then upload the Word documents into your appraisal folder.

If you need blank appraisal forms, you can:

- Go to the Department of Health website and download the forms.  
[www.dh.gov.uk/en/Managingyourorganisation/Humanresourcesandtraining/EducationTrainingandDevelopment/Appraisals/index.htm](http://www.dh.gov.uk/en/Managingyourorganisation/Humanresourcesandtraining/EducationTrainingandDevelopment/Appraisals/index.htm).
- Go to [www.appraisals.nhs.uk](http://www.appraisals.nhs.uk) and you will be redirected to a page where you can download the forms.
- Contact your appraisal administrator at your Trust.

#### 5. What shall I do if I require information?

If you require further information, please contact us by email: [atkenquiries@schin.co.uk](mailto:atkenquiries@schin.co.uk).