**Name………Hannah Ford………………….. Job Title…………Analytical Research Scientist……..**

**Period under review…………2021………………………………………**

**SWRI Mission**

To support the sustainability of Scotch Whisky as a premium global product by providing scientific excellence and innovation.

**Strategic Objectives**:

* **Membership** linked to Scotch Whisky production
* **Attract, develop and retain scientists** to provide specific expertise to respond to the needs of the industry
* **Generation and transfer of knowledge** to add value to member companies and protect the industry
* **Custodians of the scientific knowledge** for the Scotch Whisky industry
* **Develop wide networks and collaborations** to increase reach and impact

Please complete questions 1 to 4 prior to your appraisal meeting.

1. **Summary of period under review** – include achievements, what did you learn from your work that went well and what could have worked better.

Since last year – sign offs in OPs 275 + 404. Struggled with methods on occasion – long gap between final 404 training run and sign off meant I had to relearn some things – but got there in the end, feel confident now. Though focussing on other things now, would like to still do the odd run for each method so as not to get rusty.

EC getting there, current instrument issues aside. If Jason ends up coming to fix these, can I spend some time shadowing him that day. The engineers always have so much knowledge to share. Would like some more practice at routine maintenance – front end and source cleans but that will come.

Quite proud of my webinar. Got a little obsessed with spending every free moment fixing tiny imperfections! But was a good learning experience, both for the content and presentation skills, and up for doing another one at some point – lab checks, QC charts, GCMS maybe?

CLEN testing – fun challenge! But wish I could have had more time to spend on it. Frustrating that basic things slowed me down such as GC method getting corrupted and autosampler issues. Think we could get the methods really good if we decide to take it further and invest in a new column.

1. **Priorities for the next period** – how do your work priorities link to your team, SWRI and member companies?

Esters validation only just getting started as instrument has been in such demand but hope to have all data at least by the end of the year.

Would eventually like to be trained in all the methods! I can tell how busy everyone is and I wish I could take more off their plates but thus far lack the training – sugars and the Vanquish especially seem to take a lot of people’s time.

Also last year a validation of distillates for OP275 was mentioned – haven’t forgotten about this.

1. **Development** 
   1. Identify areas where further training and support is required. This does not need to be restricted to training courses and may include projects, coaching, planned experience (e.g. secondments) or any other suitable activity to enhance your skills, knowledge and behaviours to develop you further.

More about the industry! and meeting people/networking. A member site visit was mentioned a couple of months ago (Ian and Sonya were coordinating) but nothing ever came of it?

IBD exams one day but for now I’m still putting off until my personal/home life is generally more in order!

I have felt on occasion that I don’t know as much Stats as I could do

* 1. Career planning – what do you want to be doing in the future? What are your aspirations?

I said last year that all I wanted was to be a productive member of the team and I’m going to put this again as I feel like I’m still not “fully fledged”

1. **Other areas of discussion**

Not anyone’s fault but SO ready for pandemic working to be over. I hate waiting for people to read my Teams messages instead of just going to speak to them. I spend so much of my day walking back and forth from the lab to the offices to use my PC as we’re not back at lab desks. Lab avatars – I’m always happy to help colleagues from home where I can but where this used to be mutually beneficial, there comes a point where you have learnt as much from this style of working as you’re ever going to. And always appreciate advance notice of being asked to do this so I can plan my day better.

Having said that working from home is enjoyable sometimes (no commute, slippers and a hot lunch!) – as long as it suits your planned tasks for that day, and I’m looking forward to taking advantage of flexible working now that I’m more flexible in my circumstances – I hope that opportunity continues post-covid.

1. **Manager comment**

Manager Signature……………………………………………………….

**I have reviewed my training record and confirm that all required risk assessments for my role are up-to-date and accurate**

Signature……………………………………………….

**The information you provide on this form will be processed by SWRI. The data enables us to keep an up-to-date record of your performance and development. We will not send this information to any third party and it will be retained on your file for as long as you remain an employee of SWRI and for 7 years thereafter in accordance with our Data Retention and Disposal Policy. Whilst you have the right to ask us to amend your records or delete your personal data, this may impact our ability to access information in the future, e.g. to provide a reference. If you would like further information regarding the use or storage of your personal data, please do not hesitate to contact the Company Secretary.**