



October 2021

Appraisal Policy

Policy

The provision recognises the importance of supporting and developing all staff, to ensure they operate effectively and have the opportunity to develop in their careers.

Every member of staff will therefore have an annual appraisal meeting with their line manager or supervisor. The focus of this appraisal will be to:

- a. review past and current performance
- b. discuss performance strengths and areas for improvement
- c. provide constructive feedback to the individual about their performance
- d. assess the individual's abilities and how these might be developed
- e. discuss training and development needs
- f. plan for career development
- g. clarify the organisation's expectations of the individual
- h. enable the individual to raise questions and concerns
- i. set objectives for the next year.

In this provision, the appraisal makes use of reports from the job holder based on a self-assessment of their progress in their work from the time when they started in their job or the preceding appraisal, and reports from other key people responsible for their work or to whom the person is responsible.

The organisation encourages staff to gather together and present evidence of their practice and competence from all relevant sources including supervision records, training records, work colleagues and their immediate line manager (if different from the person carrying out the appraisal). The evidence might include material included in the person's portfolio of evidence needed when studying for a recognised qualification in child care or education.

This evidence is used in the overall appraisal to assess the person's practice against their job description and the competences and personal qualities that have been specified for the person to carry out their work effectively and satisfactorily.

During the appraisal interview this evidence will be discussed and used to establish an overall assessment of the individual's progress and development in their role, their current practice and future development needs.

While information about performance contained in the appraisal informs any decisions about salary increases and promotion, the provision's policy is to keep the annual appraisal process separate from any salary review process. Salary will not be discussed during appraisal.

Procedure

In this organisation:

- New staff can expect an initial appraisal after completing their probationary/induction period — this will transition them onto an annual appraisal cycle and will include an assessment of the extent to which they have achieved the learning outcomes set by their induction
- After their first year, a formal appraisal meeting will be held every year with a six-monthly review in-between to check progress.
- Appraisal interviews will be carried out by the job holder's line manager on a one-to-one basis.
- Staff should know the exact date of their appraisal interview well in advance and at least a week before it is due so that they can adequately prepare for it.
- Prior to the appraisal the staff member should be given a preparation form and checklist of the criteria and evidence to be used for the appraisal — these should be used by the member of staff in their preparations.
- Scheduled time will be given for preparation for the meeting and for the meeting itself.
- All appraisal interviews must take place in private and should have no interruptions.
- The manager conducting the appraisal will complete an appraisal form documenting the main outcomes of the appraisal. It is usual for notes to be made by both parties during the appraisal session.
- The appraisal must include the setting of objectives for the member of staff and a discussion of training and personal development or professional development needs.
- The official appraisal form and any associated personal development plan must be completed by the appraiser within an agreed period following the completion of the interview. A copy of the completed form should be given to the member of staff for them to review and comment on prior to signing the form off. It is common for a short follow-up meeting to be scheduled to review and sign the form.
- The form should be signed by both parties and a copy kept by each.
- If the member of staff is dissatisfied with the outcome of the appraisal or manner in which the appraisal has been conducted, they can request a review of the proceedings, which will be carried out by an appropriate senior manager.
- The completed appraisal form and any personal development plan will be viewed as working documents and will be continually referred to and reviewed throughout the coming year in supervision.

Training

Training will be provided for staff who are expected to conduct appraisals. New staff will be informed about the appraisal system at induction.

Signed: _____

Date: _____

Policy review date: _____