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| PARISH LOGO | Appraisals |

Document Overview

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| **Purpose** | The purpose of this policy is to ensure that all appraisals are conducted in line with our policy. This policy applies to all staff with a contract of employment. |
| **Confidentiality** | This document is not confidential. |
| **Document owner** | PERSON IN CHARGE |
| **Status note** | Draft/Final |
| **Distribution** | All Parish staff |
| **Required action** |  |
| **Proposed next step** |  |

Version History

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| **Version** | **Date** | **Status Note** |
| 1 | 01.03.2023 | HR Template |
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1. Appraisals
   1. Appraisals are an important part of modern working practices. The main objectives of an Appraisal system should be the following:
      1. The establishment of job roles and relationships within the office/parish
      2. The reviewing and identifying of work priorities for the period just finished and the period to come
   2. The Appraisal system will, therefore, concentrate on these two core objectives. You will meet with your Line Manager at a pre-agreed time to consider your role and performance in the light of the objectives noted above.
   3. However, rather than the interview being based on the answers to specific questions, provided in advance, the focus will be on the Job Description and on issues which arise from a general description of the work you have done, your relationship with others and your priorities for the period to come. The aim of the process is to provide for a fair exchange of views and an agreement on further action and targets. Should you require a copy of your current job description, please ask.
   4. The Company will, retain the written statement which follows the review because this provides the Company with a point of reference to ensure that any concerns which are expressed have been dealt with by the time of any subsequent review. It will also set out any agreed targets for the year ahead and any appropriate training needs, both for the organisation and the person concerned.
   5. If any feedback from a ‘third party’ is required prior to the meeting, those comments will be ascertained in advance.
   6. These Appraisal review meetings take place annually, with a mid year appraisal after 6 months. This will ensure a continued dialogue about the development of roles within the organisation. Your Line Manager will contact you to arrange a convenient time for your Appraisal.
   7. The Annual Performance Appraisal – Guidance Notes (Appendix 3b) are available for further information on this process.
   8. The appraisal form for use in this process is available at Appendix 3c