|  |  |
| --- | --- |
| PARISH LOGO | Annual Appraisal Guidance |

Document Overview

|  |  |
| --- | --- |
| **Purpose** | The purpose of this policy is to ensure that appraisals are held in a positive and effective way, and consistently across all employees. 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

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Status Note** |
| 1 | 01.03.2023 | HR Template |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Appraisal Guidance

1. What is an Appraisal
   1. The Performance Appraisal System is the continuous process between you (Appraisee) and your line manager (Appraiser) that can help you develop your skills and improve your performance at work. It is based on honest feedback and assessment, supported through one-to-one/supervision meetings, and both a 6-monthly and annual appraisal meeting when performance over the last year is appraised and summarised.
2. What are the main elements of an Appraisal?
   1. An annual appraisal meeting at the beginning of the academic year (September) to agree and set SMART objectives (Specific, Measurable, Achievable, Realistic, Timely), supporting actions and any training or development needs.
   2. 6 month review (March) to review performance since the last appraisal to assess whether objectives are being met and how well they have been met. There will be flexibility to review/change objectives depending on developing organisation strategy and needs.
   3. Coaching – supporting you, the member of staff through one-to-one/supervision meetings.
3. What are the benefits of an Appraisal?
   1. The Performance Appraisal System gives us all a better understanding of:
      1. our role and contribution to the success of the organisation
      2. how well we are performing in our role
      3. what we are trying to achieve
      4. how we will achieve our plans
      5. how we will be able to evaluate our performance
      6. our development needs
      7. how our performance will be assessed
   2. We all benefit by:
      1. being valued
      2. improving/developing our skills
      3. achieving our goals
   3. The organisation benefits by:
      1. having a clearly defined means of translating strategic plans into action
      2. staff commitment and motivation
      3. flexibility
      4. good communication
      5. high standards of performance from members of staff
4. The Appraisal Process
   1. **Meeting Time:** a meeting will be arranged by your line manager, giving you time to prepare for the appraisal in advance.
   2. **Preparation:** you are to use a blank appraisal form to complete all the required sections in preparation for the Appraisal meeting and forward this to your line manager.
   3. **The Appraisal:** the Appraisal discussion should take place in privacy and be completely free of interruptions, including mobile phone calls.
   4. **Open Discussion:** based on the preparation work, each section will be discussed with feedback and actions documented. Objectives and developmental actions will be discussed, agreed and documented by your line manager.
   5. **Record:** the line manager will complete the shaded sections of the appraisal form to record the key points of your discussion and will sign it. This will then be signed by you in agreement that it is accurate. The form will be placed on your personal file and will be available to the line manager.