



## **Staff Appraisal Policy and Procedure**

### **Policy**

Old Rayne Playgroup's policy is that each employee will be appraised annually. The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document, throughout the forthcoming year. The benefits of appraisal in terms of improved communication and enhanced performance both for the individual and for the organisation will only be achieved by the continuous commitment of all those involved.

Old Rayne Playgroup's appraisal scheme has been designed to meet the following objectives:

- To assist staff in performing their job to the best of their ability, maximising their job satisfaction and their contribution to helping the organisation meet its objectives.
- To identify individual learning and development needs and opportunities.
- To highlight the potential that each individual has to develop within their current or a future position.
- To align with the regular review and planning meetings that happen during the year.

### **Procedure**

1. Appraisal interviews will occur annually. New and newly-promoted employees will be appraised in the third month of their new job.
2. Appraisal interviews will be carried out by the job-holder's line manager either on a one-to-one basis or with other committee members present.
3. Dates, times and locations will be arranged by the line manager and communicated to the job holder.
4. All relevant information regarding performance (including review and planning documentation) will be gathered prior to the appraisal meeting.
5. The job-holder and line manager should consider the questions contained in the Annual Appraisal form prior to the review meeting.
6. The Appraisal meeting should be held and the Annual Appraisal form should be completed.
7. The final form will be completed by the job-holders line manager and sent to the job holder for approval and sign off.
8. A copy of the annual appraisal will be retained by the line manager and the job-holder and discussed at review and planning meetings during the year