**Appraisal Policy**

Agreed by on

Date for next check:

Appraisal is **not** to deal with complaints about the staff member. We use the Disciplinary Procedure for this.

Appraisal is **not** to deal with complaints by the staff member. We use the Grievance Procedure for this.

**What is Appraisal?**

Appraisal is a meeting between the line manager and a staff member.

Appraisal happens once a year.

The first Appraisal will take place one year after the date you successfully passed your probation period.

We use appraisal to:

* check if staff are doing their work
* check the quality of the work done over the last year.
* plan work for the next year.
* Praise staff for success and support staff if needed
* get feedback about working for the organisation
* agree training

Appraisal is important. The line manager and staff member will agree an appraisal date for the year.

The line manager and staff member will try not to change the date.

**The appraisal meeting**

The meetings will last between 1 and 2 hours.

The meeting will be in a quiet and confidential space.

Appraisal will be 1 to 1.

You must fill in an appraisal form before the appraisal meeting.

Your line manager must fill in an appraisal form before the meeting.

You must give your appraisal form to your line manager at least three days before your appraisal meeting.

Your line manager must give you their appraisal form at least three days before the appraisal meeting.

The Appraisal

The appraisal meeting will start by looking over the appraisal forms.

Your line manager will use what is said to write the final version of the appraisal.

Your line manager will use what is said to plan work targets for the next year.

Your line manager will use what is said to check whether any changes are needed to your Job Description.

Your line manager will send you the final version of appraisal form before your next Supervision meeting.

You can talk about and agree the final appraisal form, any changes to your Job Description at your next supervision meeting.

**Confidentiality**

What is said at Appraisal is confidential.

Appraisal notes will be confidential.

A copy will be kept on the staff member’s personnel file.

**Monitoring**

Each year, the National Director will write a report to the Board saying:

* if appraisals have identified any need for changes to staff job descriptions.
* If staff appraisals have identified any training needs.
* If staff work targets have been met for the year.

**Staff responsibilities are:**

1. To prepare for the appraisal meeting.
2. To make sure the targets agreed at the last appraisal have been met.
3. To speak up in the Appraisal meeting.

**Line Manager responsibilities**

1. To tell new staff members about the appraisal policy.
2. To arrange a date and place for the appraisal meeting.
3. To prepare for the appraisal meeting.
4. To give staff time and support to speak up.
5. To make notes about the appraisal meeting.
6. To put a copy of the agreed appraisal form in the staff member’s personnel file.

**Board responsibilities**

1. To check appraisal meetings are happening.
2. To advise what to do about training needs that come out of appraisals.