Performance Appraisal Policy

*Approved by the Board, 24/09/2020, due for review 24/09/2023*

The New Cross Gate Trust (The Trust) is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organisation to achieve its objectives.

The Trust has an appraisal process in which employees will meet with their manager to review their performance and conduct, and their future development.

# Core Principles

1. Appraisal is an ongoing process with an annual formal meeting to review progress.
2. The appraisal discussion is a two way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.
3. The appraisal discussion will review the previous year’s achievements, identify development needs and set agreed objectives for each employee for the coming year.
4. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
5. The appraisal process will be a fair and equitable process in line with our Equality and Diversity Policy.

**Appraisal meetings**

Performance appraisal meetings will be held on an annual basis during the period January to March. They will be arranged by the employee’s line manager. Managers may also provide the opportunity for a mid-year appraisal review and other informal reviews as necessary throughout the year.

Appraisals for senior management will be conducted by two members of the HR sub-committee or where this is not possible, by one or two persons nominated by that sub-committee. In the case of all other employees, one or two members of senior management will be the appraiser(s).

The HR sub-committee will endeavour to have the same appraisers for all senior management for consistency.

Appraisers can request feedback from persons who have worked with the employee during the review period.

The discussion at the appraisal meeting will be held in private. Confidentiality of the appraisal will be respected and limited to the employee’s manager and members of the HR sub-committee.

A time and venue for the meeting will be advised at least one week before the meeting takes place.

# Documents for appraisal

Prior to the appraisal meeting, employees will be asked to complete the self assessment form, and to send this to the appraiser in advance of the meeting. See appendix.

Within three weeks of the appraisal meeting, an appraisal summary will be prepared by the appraiser and shared with the employee.

The appraisal form will be completed and signed by both parties. The employee will be given the opportunity to note any comments that he/she does not agree with on the appraisal form.

The appraisal form will form part of the employee’s personnel file.

**Discussion at appraisal**

The appraisal meeting will allow an opportunity for both the employee, and the appraiser to reflect and comment on:

a) the purpose and scope of the job;

b) the previous year’s achievements and areas for development;

c) key objectives and tasks for the following year;

d) standards required to measure performance; and

e) the employee’s training and future development.

The discussion should be a positive dialogue, and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.

Any feedback provided to the appraisers on the employee is to be included in the appraisal discussions on an anonymous basis and, where possible, verbatim.

The employee and appraiser should agree on objectives for the employee for the following year. This will reflect the employee’s aspirations and the organisation’s requirements, and should align personal and organisational goals. The organisation and the appraiser will support the individual to achieve these goals during the forthcoming year.

The meeting will provide an opportunity to discuss any training needs, future training requirements, planned qualifications, development opportunities and career planning.

# Training and Monitoring

Senior management and the HR sub-committee are responsible for the appraisal process, and he/she shall ensure that appraisers and employees are adequately equipped and trained to undertake the performance appraisal.

**Data protection**

When conducting an employee's appraisal, the organisation processes personal data collected in accordance with its data protection policy. Data collected by the organisation as part of the operation of the appraisal process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their appraisal. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

# New Cross Gate Trust – Self questionnaire form

**Name:………………………………………………**

**Title:.............……………………………………….**

**Date of Appraisal………………………………….**

Please prepare for your appraisal meeting by completing this form. It would be helpful if you returned the form to your appraiser to consider your suggestions and potential problems. It will not be copied or filed without your permission. However, if you prefer you may keep the form solely for your own reference.

After the appraisal you will be given a copy of the appraisal form to read and add comments to before you sign it.

Circle the appropriate answer

Do you have an up to date job description? Yes No

Do you understand the requirements of your job? Yes No

Do you have a regular opportunity to discuss your work and

personal development? Yes No

What were the objectives set with your manager at the last meeting? Have those been met? What evidence shows those objectives have been met?

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In addition to your objectives, are there any achievements during the review period which you would like to discuss?

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Have there been any difficulties or barriers to carrying out your work or achieving your objectives? Were there any factors which were outside of your control that prevented you from performing effectively?

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What part of your job do you:

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* Do less well?

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* Have difficulty with?

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* Do not enjoy?

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Have you any skills, abilities or knowledge not fully used in your job? Are there any areas you wish to develop?

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Is there any training which you believe would help to improve your performance or development? In what way would this help?

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Is there any goals in your career you would like to achieve?

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Are there any other matters you would like to discuss?

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At the appraisal meeting, you will be asked to set objectives for the coming year. What would you like those to be?

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