



APPRAISAL POLICY

Ferryfield is committed to ensuring that all employees are provided with the relevant knowledge, skills and experience to enable them to perform their work, and to develop their expertise and potential.

The appraisal is a process through which all employees are able to reflect on their own performance and consider how they may best contribute to the achievement of Ferryfield's Aims through the work that they do. It is also an opportunity to identify any staff training needs required to support this work.

Participation

- It is the policy at Ferryfield that all paid employees and volunteers take part in the appraisal scheme at least once a year.

Purpose

The main focus of the appraisal is a discussion session that serves the following functions:

- Actively encourage two-way feedback.
- Recognise achievements and contribution of staff to Ferryfield.
- Identify areas for improvement and personal development.
- Encourage the Manager, Committee and staff to identify goals and work objectives and agree how they will be achieved.
- Encourage discussion around areas of change and potential challenges or obstacles for the coming year and identify ways of dealing with potential issues.
- Encourage the Manager, Committee and staff to identify relevant and appropriate training and development needs.
- Encourage staff to take responsibility for actioning their own work objectives and training and development needs.

Operation

- The primary responsibility for organising and conducting appraisals lies with the Manager.
- The Manager will prepare the relevant paperwork, organise and attend appraisal meetings.
- The appraisal process and resulting outcomes will be aligned with meeting both the needs of Ferryfield and of staff.

Confidentiality

- Information on the appraisal form and the content of the appraisal discussion will remain confidential between the Committee, Manager and each member of staff.

Record Keeping & Training Needs

- After the appraisal, information will be collated and training and staff development plans updated accordingly.
- When appropriate training courses are identified, staff will be given the opportunity to attend.

Adopted by the Committee

Date

August 2016