



Early Learning and Childcare Centre

## **APPRAISAL PROCEDURE**

- Appraisals are not optional and will be undertaken, at least, on an annual basis.
- The Manager will set a date and time for each staff member's individual appraisal.
- Appraisal forms will be handed to each member of staff for completion no less than four weeks before the appraisal date.
- Staff should complete and return their appraisal forms to the Manager no less than two weeks before the appraisal date, this will enable the Manager and the Management Committee to add their comments, should they wish too, before the appraisal discussion.
- A copy of the appraisal form will be kept in the staff file and one will be given to the staff member and only the action plan will be discussed and used outside the appraisal meeting to identify staff training and development needs.
- After the appraisal, the 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