

STAFF APPRAISAL POLICY

There should be annual staff appraisals with the following objectives:

- Assessment of past performance and the improvement of future performance
- Assessment of future potential
- Assessment of training and development needs.

Appraisals should be a light touch appraisal with an agenda that would compare performance with job description.

Appraisals should not introduce any new items that have not been previously discussed, eg disciplinary matters.

Members of staff should use the form to prepare for the Appraisal meeting and provide evidence of performance including copies of training certificates, qualifications attained during the appraisal period.

The Parish Clerk should appraise any staff members (as at September 2017 there are none).

The Parish Council will appoint two Parish Councillors to carry out the Parish Clerk's annual appraisal on the anniversary of appointment.

The appraisal reports should be signed and agreed by both parties and filed in the staff files.

A report should be given to the full Parish Council (or staffing-related committee if there is one) stating that the appraisals have been carried out, along with any recommendations.

The appraisal form will also be used as the basis for probationary reviews.

The appraisal form is at Appendix A.

Appendix A – ANNUAL STAFF APPRAISAL FORM

NAME OF EMPLOYEE	
POST HELD	
DATE OF APPOINTMENT	
REPORT FOR PERIOD	

Current Job
Purpose of Job
Description of duties
Targets

DETAILED ASSESSMENT OF PERFORMANCE OF DUTIES

- | | | |
|----------|---|---|
| Markings | A | Well above the performance expected |
| | B | Consistently above the acceptable standard of the grade |
| | C | Generally achieves the acceptable standard of the grade.
Meets all the requirements of the job |
| | D | Not quite up to an acceptable standard, shows some general weaknesses |
| | E | Consistently below the acceptable standard |
| | F | Performance well below the expected level |

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1 Knowledge of Duties	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

2 Quality of Work	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

3 Quantity of Work	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

4 Relations With Others	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

5 Communication Skills	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

6 Manual/Numeric/Operational skills (where applicable)	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Comments)						

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7 Supervision/Oversight of Staff (where applicable)	A	B	C	D	E	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Comments)

ATTENDANCE and any specific factors affecting overall performance

Training and Qualifications achieved in the reporting period

OVERALL ASSESSMENT	Acceptable	Not Acceptable
Strengths		
Weaknesses		

Interests and career aspirations

Comments (include here any out of line potential)

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Signature of Appraiser(s):	
Print name of Appraiser(s):	
Length of time Appraising:	
Position Held:	
Date:	

ACTION PLAN	
Including action to be taken to improve performance on current job and specific development and training action by:	
the appraisee	target date
the Appraising Manager	target date
external sources	target date

Appraisee's signature – I have been offered the facility to see this report and I agree that the above is an accurate record of the views exchanged in the counselling interview	
Signature	