Annual Staff Appraisal Process

It is a requirement that every member of staff is appraised on an annual basis. The review period will cover the previous 12 calendar months. All staff appraisals will normally be carried out between April and July of the current year, with the aim of completing all appraisals by the end of July. Any Head of Department wishing to deviate from this pattern will need to seek permission from their line manager.

Aims of the appraisal:

To enable you and your Appraiser to:

- Review your performance against the objectives and key tasks agreed last year.
- Plan your activities for the next year and identify and agree action points and time scales with reference to personal, departmental and College wide objectives.
- Provide a framework within which a review of your career can take place and plans for your future development can be agreed.
- Provide for the College the information necessary to plan and fund training and career development within financial and other constraints, in the context of the College's overall strategy.

The appraisal process

The appraisal process centres on a meeting between the Appraiser and the staff member being appraised (Appraisee).

The Head of Department should appoint Appraisers. For academic members of staff appraisals should generally be carried out by a member of the Professoriate. In exceptional circumstances, an Appraisee may request a change of Appraiser. If agreement cannot be reached between the Head of Department and the Appraisee concerning the appointment of an Appraiser, the matter may be brought to the attention of the Director of Operations or the appropriate Dean for a final decision.
Preparation for the meeting - Appraisee

Before the meeting, the Appraisee should have completed the relevant sections of the appraisal form:

- Section 1: Personal Details
- Section 2a: Review of Last Year – Objectives and/or Key Tasks
- Appendix A: Review of Last Year – Staff Development Feedback

The remaining sections of the Annual Staff Appraisal form should be completed at the meeting. Provide the Appraiser with a copy of the forms at least one week before the date of the appraisal meeting.

Preparation for the meeting - Appraiser

Before conducting the appraisal:

- Agree a date for the meeting and ensure that the completed forms have been received at least one week before the meeting.
- Review any training and development activities undertaken by the Appraisee during the period under consideration and indicate how useful these activities have been to your department (Appendix A).
- Complete Section 2b by reviewing the objectives agreed at the last appraisal meeting and assessing how successful the Appraisee has been in achieving these objectives and in their overall job performance, taking into account any changes in circumstances.
- Consider objectives for the coming year and, if relevant, consider longer term objectives - these should relate to major aspects of personal development in the Departmental context (Sections 3a and 3b).
- Consider areas of training and development required to enhance performance and the appropriate resources needed to achieve this (Appendix B).

Appraisal Meeting

The contents of Sections 3a, 3b, 4, 5 and Appendix B of the Annual Staff Appraisal form should be agreed at the meeting. It is expected that the appraisal will take about an hour to complete.

Where the Appraiser is not the Head of Department, the accuracy of the completed forms should be checked by both parties before they are passed by the Appraiser to the Head of Department for signature and comment (Section 6). A signed copy of the form will be returned to the Appraisee within two weeks of the meeting taking place.

In the rare event of an unresolved disagreement between the Appraisee and the Appraiser it should be taken up with the Head of Department. If this fails to resolve the matter it may be brought to the attention of the Director of Operations or the relevant Dean for a final decision.
The Appraisal in relation to rewarding performance

A copy of Section 5 of the Annual Staff Appraisal form may be attached to any application for a performance award, e.g. contribution points or one-off payments, where the Appraisee so wishes.

Responsibilities

Appraisee and Appraiser

It is the responsibility of the Appraisee and Appraiser to:

- ensure that agreed action points are taken forward in the light of future career development plans
- draw agreed action points to the attention of those who are responsible for their implementation

Heads of Department

Heads of Departments are responsible for ensuring that appropriate and secure arrangements are made locally for the retention of their staff’s completed Appraisal forms.

It is essential that Heads of Departments forward copies of Appendices A and B of the Annual Staff Appraisal form to the Staff Development Team as soon as possible after the date of the meeting (if no training has been identified in the current appraisal please write ‘NIL’ on the Training and Development Plan).

Furthermore, Heads of Department are also responsible for maintaining an updated summary sheet, which individuals have signed and dated to confirm that their appraisal has taken place. This summary sheet must then be returned to the Director of Human Resources by the stipulated deadline.
Preparation for and conduct of Appraisal meetings

**Agree dates for Appraisal meeting and submission of documentation**

**Appraiser**

- Ensure you have received Appraisal form from Appraisee by agreed date and have arranged suitable venue for meeting to take place
- Review training and development undertaken by Appraisee – complete Appendix A
- Review previous objectives set and complete Section 2b
- Identify objectives for coming year (or longer if appropriate) for Sections 3a and 3b
- Identify areas for training and development and appropriate resources (Appendix B)

**Appraisee**

- Complete Sections 1, 2a and Appendix A of Appraisal form
- Draft proposals for Section 3a (and 3b if relevant)
- Identify training and development needs for Individual Training Plan (Appendix B)
- Submit copy of documentation to Appraiser by agreed date

During the appraisal meeting agree Sections 3a, 3b, 4, 5 and Appendix B of Appraisal form
**Actions to be taken after Appraisal meeting**

**Appraiser:**

- Finalise Appraisal documentation and pass back to Appraisee for signature

- Forward signed Appraisal documentation to Head of Department for signature and comment

**Head of Department:**

- Sign Section 5 of Appraisal form; complete Section 6, where relevant

- Ensure Appraisee signs and dates Section 6 of Appraisal form, if appropriate, and the appraisal summary sheet to confirm that appraisal has taken place.

- Return a copy of the completed documentation to Appraisee.

- Forward copies of Appendices A and B of the Appraisal form to the Staff Development Team – ensure that both parties have signed Appendix B (Training and Development Plan).

- When completed, return appraisal summary sheet to Director of Human Resources.

- Ensure that secure arrangements are made locally for retention of a copy of all completed Appraisal documentation.