



OAKHAM TOWN COUNCIL

STAFF APPRAISAL PROCEDURE

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The Council undertakes appraisals with all staff on a regular basis. The purpose of appraisals is to monitor and evaluate staff performance and development at an individual level as part of the Council's normal managerial function. The review enables the Council to:

- Consistently measure individual performance against departmental/organisational objectives
- Focus staff performance on organisational objectives
- Encourage continuous improvement

The Council's policy is that each member of staff will attend a 6 / 12 monthly review meeting to evaluate his/her performance and development, based on an exchange of views between the individual and their Immediate Manager. At the end of the review meeting, staff should have an agreed individual action plan (with targets and timescales), and where appropriate an individual training plan (with objectives and resources). The plans will be referred to as working documents throughout the year and will be updated accordingly.

The Appraisal System has been designed to meet the following specific objectives:

- To ensure all job descriptions are current and accurate and that they align to the Council's objectives.
- To ensure staff have clear targets aligned to the objectives, which are time bound, and such targets are able to be revised/updated as required.
- To ensure that staff have the opportunity to know what performance is expected of them at an individual level and to receive feedback.
- To ensure that staff are able to discuss training, development and support within their role, in order to fulfil their maximum potential.
- To assist staff in understanding the contribution their role makes in meeting the Council's overall objectives.
- To assist staff in their involvement and participation in the Council's commitment to continuous improvement.

PROCEDURE

Appraisals take place in October. Appraisals follow a standard format and a report is produced to reflect an accurate summary of the discussion.

New members of staff will be briefed on the Appraisal System as part of their Induction. The Clerk will agree the timings with you for Appraisal meetings and ensure that an interim action plan and a training plan are completed during your probationary period.

At Appraisal meetings, a standard reporting format is followed as the basis for discussion. The duties within your job description will be thoroughly assessed, and potential areas for development may be identified and addressed through training and/or supervision. Your training needs will be identified and agreed and included in your individual 'Training Plan'. Training undertaken in the 6/12 months prior to each review meeting, as detailed in your 'Training Record' will be evaluated to ascertain effectiveness and value.

The Appraisal will highlight the Council's objectives along with your team objectives and therefore provides the opportunity to agree your individual objectives on a short term and long-term basis.

Immediately after the meeting, the Clerk will produce the summary report and you will receive a copy of the document to agree and sign. A copy will also be kept on your personnel file for reference and future review meetings.

STAFF APPRAISALS

PERSONAL PERFORMANCE & DEVELOPMENT

NAME.....

JOB.....

DATE OF APPRAISAL.....

PURPOSE

- i To talk about and review your performance
- ii Discuss future work and progress
- iii Agree training and development

Please complete this form prior to the appraisal as it will form the basis of the meeting.

1 Progress review from previous appraisal's action plan.
2 What are the main tasks you are involved in or have altered since your last appraisal?

3	Which elements of your work have you been most successful at and why?
4	Which elements of your work have you enjoyed the least?
5	If you could change parts of your job to improve your performance, which would they be?
6	What has been your best achievement in the last year and how could you build on this?
7	What extra skills and / or knowledge would make you feel more confident?
8	What would you most like to achieve in the coming year?
9	Agreed action for the coming year? (Please use additional paper if needed)

Appraisee's signature.....

Manager's signature.....

Date.....

Staff Appraisal

Name

Position

Date of Appointment

Date of Appraiser

PART A

General Questions

1. State your understanding of your main duties and responsibilities	
Staff Member Comments	
Appraisee Comments	

2. Has the past year been challenging or otherwise for you and why? What steps have you taken to deal with this?	
Staff Member Comments	
Appraisee Comments	

3. What do you feel are the benefits of working for COMPANY NAME

Staff Member
Comments

Appraisee Comments

4. What elements of the job do you find most challenging and how have you met those challenges?

Staff Member
Comments

Appraisee Comments

5. What elements of your job interest you most / least?

Staff Member
Comments

Appraisee Comments

6. What action could be taken to further improve your performance

Staff Member
Comments

Appraisee Comments

7. How do you see you developing in the coming year?

Staff Member
Comments

Appraisee Comments

8. Is my job description an accurate reflection of my post – or have my duties changed?

Staff Member
Comments

Appraisee Comments

9. Does my work life balance with my home life or outside commitments?	
Staff Member Comments	
Appraisee Comments	

PART B

Performance Ratings

(see separate form)

PART C

Absence and Time-keeping

Absence and Time Keeping (to be completed by manager)
<p>Periods of sickness in past year:</p> <p>Amount of day's sickness in past year:</p> <p>Comments regarding absence (if applicable):</p> <p>Time-keeping during the past year:</p> <p>Comments regarding time-keeping (if applicable):</p>
Any other Concerns?
<p>Is there anything else I want to discuss with my manager at this time?</p> <p>Manager's comments (if applicable):</p>
Signatures and Senior Managers Comments

Staff Member's Signature: Date:

Line Manager's Signature: Date:

Senior Manager's Signature: Date:

Senior Manager's comments (if applicable):

Policy Review February 2017

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JOB.....

DATE OF APPRAISAL.....

PURPOSE

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Please complete this form prior to the appraisal as it will form the basis of the meeting.

Section 1

Employee to complete this section:

Please use your knowledge of your day to day work to complete this section.

1 How much satisfaction have you gained from your employment with the Council in the past twelve months?

NONE 0 – 1 – 2 – 3 – 4 – 5 A LOT

2 How much have you enjoyed doing your day to day work in the past year?

NOT AT ALL 0 – 1 – 2 – 3 – 4 – 5 A LOT

3 How difficult has your job been in the past year?

VERY 0 – 1 – 2 – 3 – 4 – 5 NOT AT ALL

4 How well do you think you have performed in your job in the past year?

NOT TOO WELL 0 – 1 – 2 – 3 – 4 – 5 VERY WELL

5 How helpful have your colleagues been?

NOT VERY 0 – 1 – 2 – 3 – 4 – 5 VERY HELPFUL

6 How supportive have your Managers been?

NOT VERY 0 – 1 – 2 – 3 – 4 – 5 VERY SUPPORTIVE

7 Do you have all the skills and knowledge you think you need to do your job?

NO 0 – 1 – 2 – 3 – 4 – 5 ABSOLUTELY

8 How often are you asked to do new or difficult jobs?

NEVER 0 – 1 – 2 – 3 – 4 – 5 ALL THE TIME

9 If you answered between 3 and 5 to question 8 how easy is it to ask for help?

IMPOSSIBLE 0 – 1 – 2 – 3 – 4 – 5 VERY EASY.

Section 2

Objective Setting

Based on your experience please answer the following questions

1 List up to 5 things the Council does well for you:

1.....

2.....

3.....

4.....

5.....

2 List up to 5 things the Council could do better to help you:

1.....

2.....

3.....

4.....

5.....

3 If the Council did everything you listed in question 2 above, how would this affect your attitude to your employment?

NO DIFFERENT 0 – 1 – 2 – 3 – 4 – 5 MUCH HAPPIER

Section 3

To be discussed by the Employee and Appraiser during the Appraisal interview.

1 What is the agreed level of performance?

UNACCEPTABLE 0 – 1 – 2 – 3 – 4 – 5 VERY GOOD

2 What do both parties agree the Employee has achieved in the past year?

3 What have both parties agreed needs to be improved by the employee?

4 How will the Council help the Employee in the next twelve months?

NAME OF APPRAISER

SIGNATURE

DATE

NAME OF EMPLOYEE

SIGNATURE

DATE

Please use this box to add any additional comments either party wish to make: