



Hemyock Parish Council

Policy Adopted: 2 March 2016

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.

There should be a light touch appraisal with an agenda that will compare performance with the job description.

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

In advance of the appraisal meeting the appraiser should gather information from all councillors and any other individuals or organisations deemed appropriate.

The member of staff being appraised should use the form to prepare for the appraisal meeting and provide evidence of performance including copies of any training certificates and qualifications attained during the appraisal period.

The Parish Clerk should appraise any staff members (as at March 2016 there are none).

The Parish Council will appoint two parish councillors to carry out the Parish Clerk's annual appraisal.

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 stating that the appraisals have been carried out, along with any recommendations and action points.

The appraisal form follows.



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

GRADES

- A Well above the performance expected
- B Consistently above the acceptable standard of the grade
- C Usually achieves the acceptable standard of the grade and meets all the job requirements
- D Not quite up to an acceptable standard showing some general weaknesses
- E Consistently below the acceptable standard
- F Performance well below the expected level

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

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

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

	A	B	C	D	E	F
4. Relations with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

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

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

Comments:

7. **Supervision/Oversight of Staff** (where applicable)

A

B

C

D

E

F

Comments:

ATTENDANCE and any specific factors affecting overall performance

TRAINING AND QUALIFICATIONS achieved in the reporting period

INTERESTS and **CAREER ASPIRATIONS**

ANY FURTHER COMMENTS

OVERALL ASSESSMENT:

ACCEPTABLE

NOT ACCEPTABLE

STRENGTHS:

AREAS FOR DEVELOPMENT:

ACTION PLAN

Including action to be taken to improve performance on current job and specific development and training action by:

The Appraisee

ACTION

TARGET DATE

The Appraiser

ACTION

TARGET DATE

Signature of Appraiser	
Position Held	
Length of time of appraisal	
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 during the appraisal interview.

Signature

Date