

HAYFIELD

SUPPORT SERVICES WITH DEAF PEOPLE

PERFORMANCE APPRAISAL

POLICY

Hayfield's policy is that each member of staff will be appraised on an annual basis, and that an exchange of views will take place between job holders and their line manager. The summary of this interview is intended to be a fair representation of the dialogue and the joint action plan is to be referred to as a working document throughout the forthcoming year at supervisions.

The benefits of the appraisal in terms of improved communication and enhanced performance, both for the individual and for Hayfield, will only be achieved by the continuous commitment of all those involved in the scheme.

Hayfield's appraisal scheme has been designed to meet the following specific objectives:

1. To assist staff in performing their job to the best of their ability, maximising their job satisfaction and, naturally, their contribution to Hayfield's objectives.
2. To identify individual training needs.
3. To highlight the potential that each individual has to develop within his or her current position or into another, if applicable.

PROCEDURE

1. Appraisal interviews will take place on an annual basis.
2. Appraisal interviews should be carried out by the job holder's line manager on a one-to-one basis.
3. New employees will be appraised in their sixth month of employment and thereafter on an annual basis which coincides with Hayfield's scheme. After 5 years' service an employee may ask for appraisals to become 2 yearly.
4. For employees with less than six months' employment, the appraisal forms and appraisal will be undertaken near the end of their probationary period.
5. An appraisal may be sought by either employee or line manager out with the normal timescales if there are mitigating circumstances. E.g. Change of post, return after long-term sick leave or maternity leave etc.

The pack for each individual will contain:

- a) an appraisal information sheet
 - b) a self-appraisal form
 - c) a proposed action plan
6. Prior to the appraisal interview, line managers should inform their staff informally that appraisals are due. Staff are to be given a preparation time for completion and to see the appraisal form to anticipate the types of questions to be asked.
 7. The appraisal interviews should start from the Manager level downwards in order that communication of corporate objectives can be made more effectively.
 8. The appraisers should distribute the preparation documents to staff in advance of their interviews for completion.
 9. All appraisal interviews should take place in private and should have no interruptions.
 10. Appraisal forms will be completed by the appraiser at the end of interview and both will sign the form.

Three copies of the final form should be made and given to:

- a) the appraisee
 - b) the appraiser (i.e. Personnel File)
 - c) the Director
11. The completed appraisal form and action plan must be viewed as working documents and, as such, be continually referred to and reviewed throughout the year at supervision sessions.

SELF APPRAISAL OF PERFORMANCE - PAGE 1

What do you think have been your main contribution to client needs/and the services of the departments?

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**What satisfies/frustrates you most about your present job role?
What do you think can be done about it?**

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What do you see as the most important aspects of your current job role? How can this be developed further? (You may wish to refer to your current job description)

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**Do you think the best use is being made of your abilities and skills?
If not, what needs to be developed?**

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SELF APPRAISAL OF PERFORMANCE - PAGE 2

What training and/or development do you think you require to further enhance your job role?

Consider and list the key personal performance target areas for the forthcoming year which you would like to discuss at appraisal?

Additional professional or personal matters you may wish to raise at the appraisal meeting.