



## **Performance Appraisal Policy**

York Childcare is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the organisation to achieve its objectives.

YC operates a system of appraisal concentrating on the personal development of each individual member of staff. Appraisals should be a positive procedure designed to monitor outcomes and put in place suitable training to support staff in their posts. Appraisals are not designed to deal with disciplinary matters or grievances, which have separate well-stated procedures.

This policy supports the performance appraisal process. The appraisal is an annual meeting of each employee and their line manager to discuss their work; the purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. YC expects that these objectives align individual employees' goals and objectives with organisational goals and objectives.

### **Principles of the Appraisal Policy**

- The appraisal process aims to improve the effectiveness of the organisation by contributing to achieving a well-motivated and competent workforce.
- Appraisal is an ongoing process with an annual formal meeting to review progress.
- The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.
- The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.
- All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
- The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.

### **Appraisal Implementation**

Appraisal meetings will be arranged by the appraisee's line manager. Line managers are encouraged to provide the opportunity for an additional 6 month verbal appraisal review, mid-year along with regular supervisions.

The discussion will be held in private, information shared during the appraisal will be shared only with senior management and HR. Confidentiality of appraisal will be respected.

YC will ensure that the appraiser (usually the employee's line manager) will have completed appraiser training, and to be familiar with the appraisee's work.



All appraisal documents will be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

A time and venue for the discussion will be advised at least one week before the meeting takes place.

### **The Appraisal Discussion**

The appraisal discussion will allow an opportunity for both the appraisee, and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in their role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

YC expects discussions to be a positive dialogue and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be asked to complete a self-assessment and will be given the opportunity to note any comments that they do not agree with.

The appraisee and line manager should agree on a Personal Development Plan for the appraisee for the following year. This will reflect the appraisee's aspirations and YC's requirements and should align personal and organisational goals. The organisation and the line manager will support the individual to achieve these goals during the forthcoming year.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

### **Training and Monitoring**

HR is responsible for the appraisal process and will ensure that appraisers and appraisees are adequately equipped to undertake the performance appraisal.

**Staff appraisals are not used in the salary review process.**