



NAME OF POLICY	STAFF PERFORMANCE APPRAISAL	DATE
<b>RELATED POLICIES</b>	Language, Literacy and Numeracy Policy Recruitment, Selection and Orientation Policy LLN Personal Development Plan LLN Assessment Tools	

## 1. INTRODUCTION

[Insert name of organisation], as part of its continuous improvement process, is committed to providing each employee with an annual performance appraisal. The performance appraisal provides the employee and their supervisor/manager with an opportunity for an honest and open discussion on the employee's strengths and areas for improvement.

## 2. PURPOSE

The purpose of the Staff Performance Appraisal is to communicate to employees how they are doing, to make and document specific plans for the employee's development and training, and to acknowledge the employee's contribution to the organisation.

There are a number of benefits to conducting performance appraisal for all staff. These include:

- › encouraging open communication between employees and their supervisors/managers on work performance and the expectations within their position description
- › highlighting areas of good practice
- › providing an opportunity for employees to plan a career path or further skills
- › ensuring residents are cared for by skilled, experienced and happy employees who provide high-quality care
- › providing an opportunity for employees to contribute to continuous improvement of themselves and the organisation
- › employees who know they are doing a good job are happy workers.

## 3. PROCEDURES

### 3.1. FREQUENCY OF APPRAISAL

- › All employees will have a formal appraisal conducted on a yearly basis - the anniversary of commencement of employment.
- › All new staff will have a probationary performance appraisal conducted at the end of Months 1, 2 and 3.

### 3.2. METHOD

- › Human Resources will provide to a supervisor/manager, a list of employees who are due for a performance appraisal.
- › The employee will be notified when their performance appraisal is due and a meeting time will be arranged between the employee and the supervisor/manager.
- › Employees are expected to actively participate in the process and come to the meeting prepared with their own notes on their areas of strengths and any areas of improvement as outlined in their position description.
- › The appraisal process will be documented in the Performance Appraisal form.
- › Areas of improvement identified and future skill requirements should be documented in the Personal LLN Development Plan.

The Personal LLN Development Plan forms part of the performance appraisal system and should be used to identify and organise skills development. The Personal LLN Development Plan can be used:

- › **where LLN skills gaps have been identified through the LLN Assessment Tool**
- › **as part of the new employee's orientation /probation period**
- › **where the employee has expressed an interest in developing further skills and experience as part of a career**
- › **where under-performance has been identified as part of the performance appraisal process.**
- › Completed Performance Appraisal forms and Personal Development Plans are to be forwarded to Human Resources and a copy to be kept on the personnel file.
- › It is the responsibility of the employee to work with their supervisor/manager and Human Resources to organise any identified training or other professional development outlined on the Personal Development Plan.
- › The LLN Assessment Tool can be used during the appraisal process to identify any LLN skills gaps required for the employee's current role or for LLN skill gaps where the employee wishes to progress into a new job role.