

Appraisal

A. Purpose of appraisal

1. The purpose of the scheme is to make the most effective use of all staff employed at the University by developing them in a systematic way in the interests of both the University and the individual employees. It provides a formal opportunity to employees to present what they feel to be their main achievements over the last 12 months, to discuss their performance in general and to make plans for the year ahead.
2. The scheme is a highly participative one, with a great deal of emphasis on self appraisal, ensuring that staff have a major role in determining their own development. It is also very much future orientated, being chiefly concerned with setting objectives and improving performance.

B. Scope

1. The appraisal scheme applies to all staff.

C. Procedure

1. An appraisal will take place with each individual employee on an annual basis. Appraisal arrangements for new employees should be managed within the induction procedures.
2. A meeting is arranged at a mutually convenient time within the employee's normal working hours. The discussion should focus on the headings of the self assessment form.
3. On the basis of this discussion the agreed main action points and objectives for the year ahead are subsequently noted on the appraisal form by the manager.
4. The appraisal form should be signed by the manager and the employee as a correct record of the action points, aims and priorities for the next 12 months.
5. The manager and the employee keep a copy.
6. The manager will discuss the outcomes of all appraisals undertaken with their line manager. This is to ensure that resource allocation for future training and development is clearly articulated in School/Service plans; development activities are monitored; training needs are monitored on a departmental basis; and that appraisal is embedded as a key management responsibility at all levels within the University.
7. The grievance procedures should be used if a member of staff believes they have received unfair treatment through the operation of this procedure.