

## Appraisal Procedure

### Purpose and Context

The purpose of the scheme is to support the delivery of the University' strategy through developing the roles, skills and behaviours of all staff, in order to develop them in a systematic way.

### Scope

The appraisal scheme applies to all staff.

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## 1 Introduction

- 1.1 The appraisal scheme provides a formal opportunity for 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. The scheme supports staff to carry out their current role as well as supporting their career development.
- 1.2 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.

## 2 Procedure

- 2.1 An appraisal will take place with each individual employee on an annual basis. For staff in a probation period, appraisal arrangements should be managed within the existing induction procedures.
- 2.2 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 Employee Preparation Form.
- 2.3 Based on this discussion, the agreed main action points and objectives for the year ahead are subsequently noted on the appraisal form by the manager.
- 2.4 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.
- 2.5 The manager and the employee each keep a copy.
- 2.6 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;
  - carrying out appraisals is embedded as a key management responsibility at all levels within the University.
- 2.7 The University's grievance procedures should be used if a member of staff believes they have received unfair treatment through the operation of this procedure.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
<b>Document name:</b>	Appraisal Procedure
<b>Version Number:</b>	V1.2
<b>Equality Impact Assessment:</b>	Completed
<b>Approved by:</b>	Human Resources Group (HRG)
<b>Date Approved:</b>	28 November 2019
<b>Next Review due by:</b>	November 2021
<b>Author:</b>	HR Manager
<b>Owner (if different from above):</b>	Head of HR
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Appraisal-Procedure.pdf">https://www.hud.ac.uk/media/policydocuments/Appraisal-Procedure.pdf</a>
<b>Compliance Checks:</b>	HRG regularly review to ensure compliance
<b>Related Policies/Procedures:</b>	Induction and Probation Procedures Grievance Procedure

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.1	October 2016	Formatting updates (minor amends not requiring committee approval)	HR Manager
V1.2	November 2019	Formatting updates (minor amends not requiring committee approval) and transference to new template	HR Manager

