

Staff Performance Review Guidance and schedule



What is the purpose of your annual performance review?

They ensure you:

- Know where you fit in to the business as a whole
- Know exactly what you are meant to be doing
- Are aware of the skills you need to carry out your job
- Get feedback on how well you are doing
- Get an opportunity to discuss your concerns and ideas with a manager
- Get a chance to discuss your training and development needs

What are the benefits for the employee?

- Areas of development and opportunity for the future are identified
- Your performance is measured against pre-agreed criteria
- You can see how your contribution effects the overall performance of the company
- You receive recognition for your achievements
- Aspects of your performance that need further improvement (fine tuning) are identified

What to expect Before, During and After a performance review

BEFORE

Approximately one week before the review you will be given a form to complete. This form allows you to identify your main tasks within your job. The self-assessment table gives you opportunity to rate your own performance. Following the table is set of questions that will form the basis of the actual review. The questions give you opportunity to reflect on the previous 6 months and identify what you would like to achieve in the future (key objectives)

DURING

One-to-one discussion will take place, including: -

- Progress since last review
- Outcomes of any Training and Development
- Where and how improvements to performance can be made
- How the reviewer can help
- Agreeing new goals and targets
- Agreeing further Training and development
- Any concerns, problems, other issues etc.

AFTER

You will receive a copy of the review sheet, which can be stored in your Personal Document File. If necessary the goals/targets agreed during the review can be amended to suit any changes that occur.

Schedule for performance reviews

Annual Performance reviews will be conducted each year in January, February and March. These reviews will then inform the training and development plan within the Business Plan. The Company's Training and Development plan will be fully communicated to staff during the March 'all staff meeting'.

A handwritten signature in black ink, appearing to read 'Richard W Little', is written over a light blue horizontal line.

Richard W Little – Chairman

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