



# WC271 – STAFF PERFORMANCE APPRAISAL POLICY

College Policy	
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## Introduction

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Westerfield College is committed to fostering a culture of excellence, growth, and development. Recognizing that our staff are our greatest asset, we aim to create an environment where individuals can thrive, contribute, and reach their full potential. To achieve this, we have established a Staff Performance Appraisal Policy that provides a framework for regular, fair, and transparent evaluations of employee performance.

This policy outlines the principles, procedures, and expectations for conducting performance appraisals, with the ultimate goal of promoting employee growth, improving job satisfaction, and driving organizational success.

### **Aim**

This policy is designed to help employees achieve the set objectives and act as a reward for their contribution to the progress of the college.

This policy is a major part of the performance management system and aims to propel employees towards their professional goals, development in academic growth, enhanced research skills, improved work quality and efficiency in the college.

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly. It is a step taken by the college to know about the ability, potential and aspirations of the employees.

While this policy applies to all employees of the college, there may be some cases where the process is amended so that it is appropriate to the role.

### **Purpose**

The Purpose of this policy is to discuss, plan and review the performance of each employee of the college.

- To give an appropriate direction to annual salary increments, promotions and transfers, and provide a streamlined procedure for conducting performance reviews and evaluations.
- To make employees aware of the performance appraisal system, framework and participation process

## Scope

This policy applies to all Teaching & Non-Teaching Staff (Permanent/Temporary/Contractual Staff) of the college.

## Objective

The performance appraisal system of the college is developed based on the long-term goal. The objective of performance appraisal policy is:

- To make employees aware of their prospects in the college
- To create a supportive environment in the college
- To discuss their career aspirations and progress

## Procedure

### Eligibility Criteria:

Employees who have completed one year of uninterrupted service are eligible for performance appraisal effective the next financial year.

### Performance Appraisal Date:

The performance appraisal period & financial year are the same. The period of performance appraisal of new employees will be irrespective of their date of joining the college.

## Process

A performance appraisal system allows individual employees and their Departmental Head to review performance, look back on what has been achieved during the past year and agree on future objectives. It is also the time an employee can agree on objectives and any learning and development requirements which may help.

The appraisal system is designed:

- To be a positive process.
- To raise the quality of services provided by motivating
- To increase work satisfaction
- To identify appropriate training and development requirements.

The college recognizes that employees perform most effectively when they have clear expectations of their work profile roles and purpose, their goals, objectives, and of the wider aims of the college.

The policy aims to ensure that employees:

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Know what is expected of them: the required standard of performance and how they should do their job.

Receive feedback which aims to improve and develop performance and recognize their achievements.

Identify areas where improvement is required and training and development needs.

Have a mutually agreed plan to achieve both development goals and employee career development.

## **Roles And Responsibilities**

The college is responsible for:

- Setting sustainable standards.
- Providing advice and guidance to HODs on implementing the policy.
- Ensuring that appropriate training and development is available for HODs and employees.
- Holding an appraisal meeting and an appraisal review each year.
- Appraising employees fairly and objectively against agreed objectives and action plans.
- Following up on actions arising from appraisals.
- Ensuring that a written record of the appraisal meeting is completed.
- Informing employees on how the appraisal scheme works and how it will affect them.

HODs are responsible for:

- Ensuring each staff in their department is clear about what is expected from them.
- Ensuring that new employees have work goals and objectives set as part of induction.
- Meeting employees regularly to review progress.

Employees are responsible for:

- Taking an active role in reviewing their performance appraisal and goals & objective setting.

## **Appraisal Process**

### **Self-assessment**

Employees will be informed of the appraisal at least two weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form will be given to the employee, so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the HOD one week before the appraisal one-to-one meeting.

### **Appraisal Performance**

The HOD will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance, this will set the measure for performance.

### **One-to-one meeting**

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The appraisal one-to-one meeting will be carried out in private to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried, and every discussion is properly considered. However, it must be explained to the employee that information filled in the form by them has to be explained in the appraisal one-to-one meeting.

The one-to-one form should be used to record an employee/HOD /college authorities meeting. The HOD should complete this form, immediately following the meeting, ensuring that it is signed by both themselves and the employee. A copy will be given to the employee.

### **The Appraisal Record**

When an appraisal is completed, it should be recorded using the appraisal form. This form should be completed by the appraiser and countersigned by the employee and the appraiser's HOD so the employee is aware of the competencies that are critical for the effective performance of that role. A copy of the form should be given to the employee as soon as possible.

Employees may use as a last resort the college grievance procedure to resolve problems as to the inaccuracy or the unfairness of the appraisal.

### **Non-Compliance**

All employees have a role to play in enforcing the policy.

Failure to comply with this policy may lead to a lack of clarity of job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency and underperformance.

Any member of staff who refuses to comply with the policy will be liable to disciplinary action following the college's Disciplinary Policy which may include dismissal.

### **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with the school authority: the Academic Board. However, all employees are required to adhere to and support the implementation of the policy. The college will inform all existing employees about this policy and their role in the implementation of the policy. HODs will give all new employees notice of the policy on induction.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings.

### **Monitoring**

The policy will be monitored on an ongoing basis, monitoring of the policy is essential to assess how effective it has been.

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## Policy Review

This policy will be reviewed every two years by the Academic Board unless there are changes that necessitate an earlier review.

## Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by
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