



ICHAS

Section 6– Staff Recruitment, Management and Development

Subject:	Procedures associated with Staff Performance & Appraisal		
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Staff Performance & Appraisal		

INTRODUCTION

Performance Appraisal processes address (but are not limited) to the items below.

- Performance Enhancement
- Job satisfaction
- Benchmarking of performance to organisational vision and values
- Clarity of roles and position within the organisation/change in role/ responsibility.
- Self-awareness and self esteem
- Role Clarity and or Ambiguity
- Communication issues.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Board of Management	Make Resources available to allow for staff performance systems and appraisals that are effective
Human Resource Manager	Liaise with various department heads to ensure staff are part of the performance & appraisal process

PROCEDURES

The following procedures relate to the staff performance and appraisal.

- Each staff member is required to complete a probationary period which would normally be 3-6 months depending on their contract.
- During this time, the relevant line managers meet with the new staff members on a periodic basis (normally once at the commencement and once during the period of probation) to assess their progress and ability to meet the objectives of their job specification. Any areas that are highlighted for improvement at that time should be mutually addressed.

- Following on from this the probationary review is completed at the 3-or 6-month stage, and the manager will confirm whether or not the probationary period has been successful, and a decision is taken on whether or not to retain the services of the staff member. If the staff member has successfully passed the probationary period, then their contract will be extended and regularised.
- Where a successful probationary period has been completed, employees will participate in an annual appraisal of their performance with their manager. This appraisal is intended as a two-way process and incorporates a self-assessment and affords the opportunity to highlight any areas of concern.
- This process has also been designed to allow any areas that are deemed to be of concern by the staff member to be addressed so that training or other resources can be arranged and to alleviate any unnecessary worry that these areas of concern might have brought about.
- Where concerns in relation to a staff member are raised by another member of staff, the manager carrying out the review would normally raise these with the employee in the first instance and decide with the employee where (if appropriate) improvements can be made to alleviate these concerns.
- Where the required standard is not attained or in instances of serious misconduct, this will be addressed through the formal performance monitoring procedure and disciplinary procedures where or if necessary.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the processes associated with Staff Appraisal

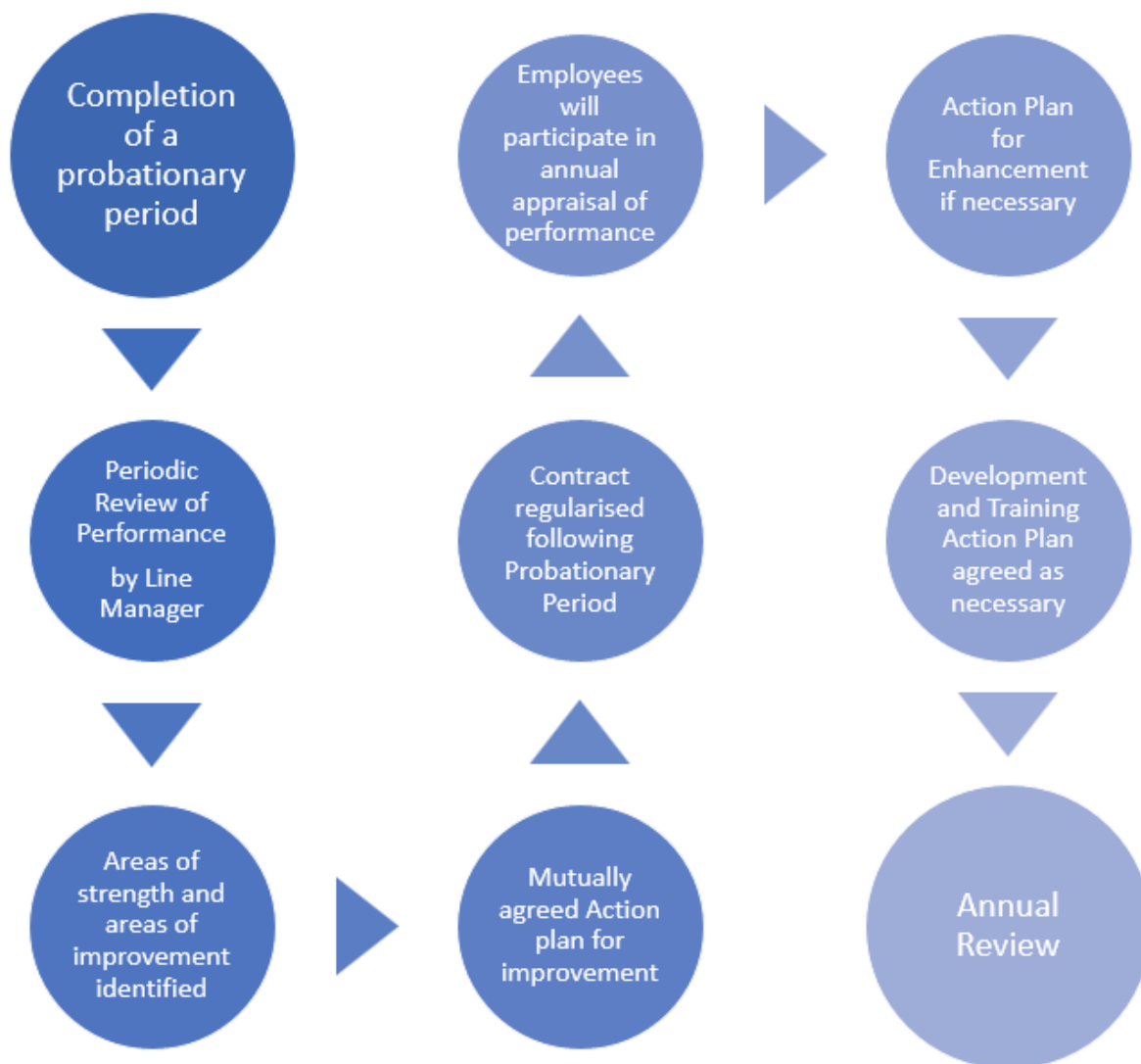


Figure 1 - Processes associated with Staff Appraisal

Linked Policies and Procedures

<p>Linked Policies</p>	<p>Policy on Staff Recruitment, Management & Development Policy on Staff induction Policy on Staff Communication Policy on Staff Development Policy on Staff Performance & Appraisal Policy on supporting staff engagement with Blended Learning</p>
<p>Linked Procedures</p>	<p>Procedures associated with Staff Recruitment, Management & Development. Procedures associated with Staff induction. Procedures associated with Staff communication. Procedures associated with Staff Development Procedures associated with supporting staff engagement with Blended Learning</p>