

**APPRAISAL POLICY**

**1. The Purpose of Appraisal:**

- a. Contribute to quality dialogue between managers (Reviewers) and staff (Reviewees).
- b. Provide a regular opportunity for Reviewees to discuss their work, strengths, concerns, objectives and aspirations.
- c. Identify training needs and other development requirements.
- d. Focus personnel on their own performance.

**2. The Purpose of Appraisal during probation:**

- a. Check that the actual duties match those advertised in the FPs.
- b. Check that the role holder's skills match those set out in the person spec.

**PROCESS IN MEDICINE**

3. The University Academic Review and Development Form (ARDS) will be used for Academic and Academic Related staff. The Review and Development Scheme (RDS) will be used for Teaching Fellows and Support staff.

4. The Appraiser / Reviewer for each staff member are listed in the Line Manager table. He or she should:

- a. Schedule the interview at a time that suits both parties.
- b. Provide a brief summary of the current School goals as they affect the Reviewee. If the Reviewee is an Academic member of staff then the discussion could include research plans.
- c. Review the previous form and agreed objectives prior to the meeting. This review will inform the discussion of the responses to Section C.
- d. Ensure that the interview is conducted in a constructive fashion so that it meets the needs of both the Reviewee and his/her school.

**5. The Reviewee should:**

- a. Review the last 12 months and the previous form, focusing on the agreed objectives and required actions. This will form the basis of discussions in the first part of the meeting.
- b. Complete the pre-interview sections of the form and hand it to the Reviewer five days before the interview.
- c. Set goals in the context of his/her own individual role and career aspirations when setting future development objectives.

**6. During the review the Reviewee and the Reviewer should, jointly:**

- a. Fill in the comments about actions.
- b. Establish and agree objectives and record these on the form.

7. After the review:
  - a. The Reviewer passes the agreed form, with any unresolved issues clearly noted, to the Head of School.
  - b. The completed, signed documentation should be scanned and kept for two years. Probation Forms should be returned to HR.
  - c. Matters raised in this process, unless it is agreed and recorded otherwise, are regarded as confidential to the Reviewer, the Reviewee and the Head of School.
8. In the period until the next review:
  - a. The Reviewee should receive the support and encouragement which they need in order to help them meet the objectives by, for instance, arranging for training needs to be addressed by CAPOD and/or any other appropriate body.
  - b. The Reviewee should raise any difficulties he / she has in meeting agreed objectives with her / his line manager at the earliest opportunity, and if unresolved seek help from the head of school.
9. **Schedule.** Appraisal meetings should be scheduled at least once annually. The first reporting window will be Sep 2015 to end of Feb 2016.
10. **Training.** Training will be provided for appraisers, see CAPOD.
11. **Joint Appraisal.** Where a member of staff is employed by two schools then a joint appraisal should be completed.
12. **Disposal of forms.** Once complete and signed by both parties and the HoS the forms should be scanned and a copy sent to reviewer and reviewee.
13. **Confidentiality.** The discussion, the paper forms and the scanned forms are confidential and should be shared only with those who have signed the form and any other party that all the signatories agree to.