

EMPLOYEE PERFORMANCE APPRAISAL POLICY

Policy Title	Employee Performance Appraisal Policy
Policy Owner	<i>This may be the CEO, Human Resources Manager or equivalent</i>
Policy Approver	<i>This may be the Board, CEO, Human Resources Manager or equivalent</i>
Related Policies	<i>Name any other policies related to the Employee Performance Appraisal Policy</i>
Related Procedures	<i>Name any other procedures related to the Employee Performance Appraisal Policy</i>
Storage Location	<i>Detail where the policy is stored, including digital and physical locations</i>
Effective Date	<i>List the date the policy came into effect</i>
Review Date	<i>List the date the policy is to be reviewed</i>

PURPOSE

The Employee Performance Appraisal Policy governs the performance appraisal process for all employees at *(insert organisation name)*.

SCOPE

This policy applies to all employees.

DEFINITIONS

Performance appraisal: a process which continuously identifies, measures and develops the performance of employees at *(insert organisation name)* connecting individual performance and objectives with the overall mission and goals of the organisation.

(insert any other definitions specific to your organisation)

POLICY STATEMENT

(Insert organisation name) is committed to delivering on organisational objectives through an empowered, skilled and high performing workforce. To ensure this, all employees will be involved in a robust performance appraisal process that meets good practice guidelines.

(Insert organisation name) recognises that performance appraisal plays an integral role in organisational and team performance, staff development, learning, and continuous improvement.

The content of performance appraisal meetings will remain confidential between the supervisor and staff member except for agreed actions and goals, or where the disclosure of the information is consented to or required by law.

(insert any other policy statements specific to your organisation)

PROCEDURE OVERVIEW

The policy is accompanied by the Employee Performance Appraisal Procedure that provides detailed information on the process of performance appraisal at *(insert organisation name)*.

The Employee Performance Appraisal Procedure details the persons responsible for performance appraisal.

REVISION HISTORY

Version	Change	Author	Date of Change