

EMPLOYEE PERFORMANCE APPRAISAL PROCEDURE

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

PURPOSE

The Employee Performance Appraisal Procedure details the performance appraisal process for all employees. The procedure also details the roles and responsibilities associated with performance appraisal.

SCOPE

This procedure 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)

RESPONSIBILITIES

The *(insert responsible person's role title)* has responsibility for ensuring all employees are aware of this performance appraisal procedure and their responsibilities under this procedure.

The *(insert responsible person's role title)* will delegate different parts of the performance appraisal process to other members of the *(insert organisation name)* team who will be responsible for performance appraisal.

Anyone who has been delegated responsibility by the *(insert responsible person's role title)* to conduct an aspect of performance appraisal must comply with the Employee Performance Appraisal Policy and this procedure.

Both supervisors and employees have a responsibility to participate in the performance appraisal process and recognise it as an important part of their accountability to the organisation, their professional development and career progression.

(Insert organisation name) values high performance in the workplace. Performance appraisal plays a critical role in ensuring clear expectations of performance and identifying areas for improvement.

(Insert organisation name) prides itself on being a workplace of choice and recognises performance appraisal as a powerful means of ensuring employees feel supported in the workplace and recognise their own potential for growth.

(Insert any other responsibilities specific to your organisation)

PROCESS

The performance appraisal process at *(insert organisation name)* includes four formal occasions for reviewing and appraising performance. This is supported by regular and ongoing supervision and feedback.

- 1. Planning and Setting Expectations:** This involves establishing and documenting agreed key goals/ key performance indicators for employees to achieve over the year.
- 2. Quarterly discussions:** First and third quarter discussions are conducted to discuss performance and provide feedback and direction to employees.
- 3. Half yearly review:** A half yearly review is conducted to ensure employees have a clear understanding of their performance relative to key performance indicators and identify any areas for development.
- 4. Annual review:** A thorough review is conducted at the end of each year to appraise the performance of employees over a twelve-month period. This includes the discussion and documentation of performance achievements and any areas of concern. This annual review also includes creating new planning and development plans and setting new expectations for the year ahead.
- 5. *(Insert any other processes specific to your organisation)***

Per the Employee Performance Appraisal Policy, the content of performance appraisal meetings will remain confidential between the supervisor and employee except for agreed actions and goals, or where the disclosure of the information is consented to or required by law.