Staff Appraisal Policy

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Date Set For Review	December 2021
Related Policies	- Code of Conduct for Staff - Equal Opportunities Policy - Harassment Policy - Capability Policy

1. Introduction

1.1 Staff appraisal is a key aspect of staff development and performance improvement across Libraries NI. It is a formal process that has benefits for
- the organisation
- the manager, and
- the individual employee.

1.2 Staff appraisal is designed to:
- improve communication between the manager and their staff
- offer managers an opportunity to discuss current and future performance with their staff, their contribution to business goals and encourage staff to develop their potential to the mutual benefit of the individual and Libraries NI
- provide employees with an opportunity to discuss their views about the job, their performance, future capability and career development needs.

2 Purpose

2.1 The purpose of this Policy is to set out Libraries NI's approach to staff appraisal within the context of enhancing performance both for the individual and for the organisation, acknowledging staff achievements, recognising their contributions and incentivising them to seek opportunities for development, and to set out procedures and guidelines for implementation.

3 Policy

3.1 Staff appraisal is the principal means by which Libraries NI ensures that business plans and objectives are cascaded throughout the organisation. Appraisals will take place annually based on the corporate business plan and targets for the year so that outcomes which contribute to the achievement of business targets can be defined for individual staff members.

3.2 Staff appraisal provides the framework for the manager and the member of staff to undertake a frank and honest discussion, review strengths and weaknesses, assess where gaps exist, agree objectives which are aligned to the business plans and goals for the next year, and decide how training and development needs can best be met.

3.3. All staff will be appraised formally on an annual basis. An in year review of performance, training offered and progress towards outcomes/goals will be undertaken. Guidance on conducting in-year reviews is included in the Staff Appraisal procedure and guidelines.

3.4 The appraiser will be the employee's immediate line manager who is best placed to know their staff and the job they do, understand the environment within which they work, and be in a position to give constructive feedback, take appropriate action, offer advice and align individual's objectives with those of their department.

3.5 Senior managers will be appraisers in their own right and will normally be the 'countersigning' manager responsible for the review of appraisal forms. They will monitor how well their own managers are carrying out appraisals and how committed they are to the appraisal process.

3.6 The Staff Development Manager (SDM), Human Resources Department, will have a role in appraisal which will be largely administrative. The SDM will be responsible for reminding managers of the appraisal timetable, training new managers and appraisees in the process and checking that appraisal interviews have been carried out and documentation completed. The SDM will also usually check the training needs identified through the appraisal process and will help managers and individuals decide how these can best be addressed.

3.7 This Policy applies to all employees of Libraries NI. It does not apply to Agency workers, self-employed contractors or volunteers.

4. Authority

Policy Sponsor: The Director of Business Support

Policy Owner: The Human Resources Manager

Policy Contact: The Staff Development Manager.

5. Related Documents:

Policies
- Code of Conduct for Staff
- Equal Opportunities Policy
- Harassment Policy
- Capability Policy

Procedures
- Staff Appraisal Procedures
- Disciplinary Procedure
- Grievance Procedure
- Capability Procedure

Guidelines
- Staff appraisal guidelines