



Staff Appraisal

Review Date: 19/09/2017

Rationale

The Management Committee has a commitment to ensure staff are supported to reach their potential within our organisation.

Staff reviews are an integral part of determining staff needs in order to provide relevant professional development. The demanding nature of day to day schedules means that appraisals could be overlooked if not included in strategic planning for the year.

Aim

All staff will participate in an annual staff review to provide them with an opportunity for self-reflection and growth, and a process for contributing to the service as a whole.

Implementation

1. Staff will participate in reviews during October each year with the Nominated Supervisor and Director. The applicable job description and centre Philosophy will be used as the basis for the review.
2. Any issues requiring attention will be referred to the Management Committee.
3. The Director will be reviewed by the President and another member of the committee.

Adopted by the Management Committee

Signed by: Naomi Simpson, President

Date Signed: 19/09/2015

REVIEW DATE: 19/09/2017