

Staff Performance Appraisal Policy

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Staff Appraisal Procedure

- The CEO/Training Coordinator shall provide 5 days prior advice to each appraisee concerning the timing of their annual staff performance appraisal.
- The following general topics of the appraisal will also be advised within the prior advice notice.

The appraisal topics may include:

- Main duties and responsibilities.
- Previous year's main achievements.
- Identification of difficult elements within the job role.
- Level of Job Role Satisfaction
- Professional Development (PD) review. (Trainers must include Vocational and VET currency and the aspects of engaging with students that may need PD)
- Identification of Key Performance Indicators (KPI's) achieved/not yet achieved
- Identification and negotiation of new KPI's and measurement guides.
- Workplace issues (conflicts, advancement aspirations)
 - The appraisee shall be encouraged to complete the self-assessment appraisal of their performance. The appraisee's self-assessment of performance should be returned to the appraiser 2 days prior to the scheduled appraisal.
 - The relevant forms should be utilised within each annual staff performance appraisal and completed forms forwarded to GDC management for review and maintained on the staff members file.

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.