

# Performance Appraisals

## Template

### *Example only*

## Policy – Annual Performance Appraisal

### Process

Individual employees shall be given a minimum of two weeks notice of a personal performance appraisal.

Appraisal is carried out by the employee's direct manager.

New employees may be asked to undergo a performance appraisal after six months of employment and every 12 months thereafter.

Individuals may utilise the personal support of a peer or any other person of their choosing during the appraisal. Note: This is an example only – it is expected the organisations will cut and paste as appropriate.

An employee appraised under this Policy shall receive a copy of their appraisal within five working days of their appraisal.

### **The Performance Appraisal Process will include:**

A review of performance in terms of the employee's current Job Description;

A review of performance based on objectives and expectations clearly and routinely stated by management;

Consideration of the employee's actual function as compared to their Job Description; and

A mutual setting of a future date for review of the appraisal process and agreed objectives.

### Review

Any employee who is dissatisfied with the outcome of their performance appraisal may request a review. This request can be considered by a neutral third party agreed to by the Manager and the employee when the review is requested. The outcome of any such review will be deemed to be final, providing the decision has taken into account all aspects of extant Contracts and Statutes. If the Manager requests a review, a neutral third party must be agreed to by the Chairperson and the Manager when the review is requested.

### Breaches of Policy

The Management is responsible for Performance Appraisals being carried out in strict observance of the policy guidelines. Failure to do so opens the possibility that any employee may action a grievance against the organisation.

**Responsibilities of the Employer****To:**

- Inform all salaried employees that this Performance Appraisal Policy exists;
- Make available to all salaried employees a copy of this Performance Appraisal Policy; and
- Ensure that all salaried employees have direct access, at their place of work, to the Performance Appraisal Policy.

**Date of Approval:****Approved by:****Review Due:**