

January 11, 2021

## POLICY STATEMENT

This aim of this policy is to ensure that staff have sufficient support to identify their training and development needs and maintain their personal development needs.

Homecare D & D Ltd believes that staff appraisal plays an essential role in protecting both staff and service users, in developing and maintaining high care standards and in supporting and developing individual staff. In this regard the agency expects all members of staff to be supervised in their work and to have an appointed supervisor.

## PROCEDURE

1. Staff appraisals are carried out on an annual basis.
2. One week prior to the staff appraisal meeting taking place, each member of staff is given a pre-appraisal form to complete.
3. Once completed this form is returned to the person carrying out the appraisal interview, who will use this information provided as the basis for discussion during the appraisal interview.
4. A mutually convenient time is arranged with each individual member of staff for a meeting to take place.
5. During the meeting the person conducting the appraisal completes the appraisal document and the 'Action Plan'.
6. Any issues identified will be agreed as performance targets required and a timescale by which to achieve.
7. All documents must be signed and dated by all parties and a copy given to the employee on request and the original stored in the staff members personnel file.

## TRAINING

All Homecare Domiciliary and Domestic Ltd staff should read this policy on appraisals as part of the induction training for all new staff. All Managers who conduct appraisals will receive appropriate training.