

STAFF APPRAISAL PROCESS

Approved by the Council in April 2019



OWSLEBURY & MORESTEAD PARISH COUNCIL

Any staff (currently only the clerk) should be given an Annual Performance Appraisal with the following goals –

1. Agreed assessment of previous year's performance by both OPC representatives and staff member
2. Any personal performance improvements and education needs agreed and targets set
3. Task objectives agreed and documented
4. Job description reviewed and amended if required

The Assessment form attached to this document will be used for the process. The process will normally be conducted by the Chairman of the Council, assisted the Deputy Chair, and will normally be timed to coincide with the end of the Council's financial Year. All Personal Data generated will not be published, it will stored by the Clerk, and will only be available to the Current Chair, Deputy Chair and Clerk of the Council.

All objectives (task and personal) should be SMART (Specific, Measurable, Achievable, Relevant and Time bounded)

Pro- Forma for the Appraisal Form, and agreed new Objective Form are attached.

**OWSLEBURY & MORESTEAD PARISH COUNCIL****Staff Appraisal Form****Name:****Date:**

Current Agreed Objectives	Date Achieved/ Comment on ongoing activity

Employees comments on Current Objectives and Performance over last assessment



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period

Chairman's summary of Appraisal Discussion	
Objectives and Training needs for following year	Date to be completed



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