

Staff Appraisal Process

1. All staff will have an annual appraisal, to be held in October.
2. Staff will receive at least two weeks' notice of the date and time of the scheduled appraisal.
3. Staff will receive a copy of the previous year's appraisal record.
4. The appraisal will consist of a meeting, during normal working hours, where the following topics will be discussed:
 - A review of the last year's tasks, projects including:
 - What went well?
 - What could be improved?
 - Improvement ideas for the Council,
 - Upcoming tasks for the year ahead,
 - Training needs and requirements,
 - Agreed Action Points for employee and employer.
5. The appraisal for the Town Clerk will be carried out by the Mayor and Deputy Mayor.
6. The appraisals for the other members of staff will be carried out by the Mayor and the Town Clerk.
7. An agreed written record of the appraisal will be recorded and signed by the member of staff, the Town Clerk and the Mayor.
8. In addition to the annual appraisal process, staff will have regular one to one meetings with the Town Clerk.
9. The Town Clerk will have quarterly meetings with the Mayor and/or Deputy Mayor.

Dursley Town Council - Annual Staff Appraisal

Name:	
Job Title:	
Appraisal Date:	
Reviewers:	

What do you see yourself as doing / having done in the past year, including a review of last year's key tasks, projects and work.

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What went well?

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What areas caused you difficulties and why?

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Do you have any improvement ideas for the way you do your job or for improving the town council overall?

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Key tasks for the coming year:

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Is there any equipment, training or changes to working practices including any health & safety, equalities or personal issues that would help you to develop and achieve your key tasks?

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Action points for employee:

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Action points for employer:

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Any other comments:

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Signed:
(Employee)

Date:

Signed:
(Appraiser)

Date:

Signed:
(Appraiser)

Date: