

# Ballina River Street Children's Centre

## STAFF APPRAISAL

### Policy and Procedures

POLICY CREATED DATE:

Signed .....Print Name.....

Position.....Date.....

POLICY REVIEWED DATE:

Signed .....Print Name.....

Position.....Date.....

*Also see Staff Code of Conduct Policy*

#### 1.0 Introduction

The aim of the staff appraisal policy and procedures is to ensure that the children at Ballina River Street Children's Centre benefit from the personal and professional growth of those working with and for them.

Ballina River Street Children's Centre places a high priority on staff appraisal and professional development. We believe this process will contribute to better job satisfaction, growing skills and knowledge base, regulations, policies and procedures being met, and retention of staff.

*"All of us need to know we are valued for our hard work. When you give your staff open, honest and regular feedback, you lay the foundation for respect and feelings of self worth." (Neugebauer, 1983 in Jorde-Bloom, 1988,p.39.)*

The staff appraisal process is based on the current job descriptions.

A staff appraisal process must not be confused with a disciplinary or grievance process. If a staff member is involved in either of the above then the staff appraisal process must be postponed until the other process is finalised in accordance with the relevant Preschool policies.

#### 2.0 The role of the Management Committee

The Management Committee will work with the Director to develop their Professional Development Plan and assist the Director in implementing the appraisal process with staff.

#### 3.0 The role of the Director

When the Director shows enthusiasm for learning by implementing new ideas and seeking constructive criticism, educators/staff are more likely to follow and be infected with a higher level of enthusiasm.

Directors can facilitate (rather than dictate) change by creating an atmosphere that encourages and helps people to assess their performance and become actively involved in acquiring new skills.

For educators/staff to feel positive and willing to participate fully in the appraisal process, the director must effectively communicate how the appraisal process works and reassure staff that professional development is a supportive process rather than a critical one. Educators/staff may feel very defensive and fearful if they assume that the director will be negatively critical of their ideas and actions.

#### **4.0 Staff Appraisal Procedure**

Each year, the Management Committee and Director will initiate the staff appraisal process. The timing is critical as it allows for any budget implications arising from the staff appraisal to be included in the next year's budget.

##### **Step 1 - Self Assessment**

###### **What?**

All educators/staff members reflect on their own performance & identify areas needing further training and development by completing the self assessment form (Appendix)

###### **Who?**

Director and all staff

###### **When?**

To be completed by all staff annually.

###### **How?**

Complete Self Assessment form attached in Appendix A

##### **Step 2 – Staff Appraisal Review Meeting**

###### **What?**

A meeting is held to discuss the self appraisal forms and to develop a Professional Development Plan. Feedback is given at the meeting. It is vital that feedback is honest and assertive. The feedback must be based on any specific performance issues and include agreed on steps to further improve performance.

###### **Who?**

Management Committee member to complete with Director/s.  
Director/s to complete with each member of staff.

###### **When?**

Within 2 weeks of completion of self-appraisal forms.

###### **How?**

Schedule an individual planning meeting. Pull together information from self appraisal process to identify areas of strength and weakness and formulate goals and strategies for professional development (PD) or goals for further appraisal and in house mentoring for less experienced educators/staff.

## SELF ASSESSMENT FORM

Staff members reflect on their own performance & identify areas needing further training and development.

- Self Assessment form due by (within 2 weeks) \_\_\_\_\_
- Scheduled date and time for Review Meeting \_\_\_\_\_

Name \_\_\_\_\_

Position in Centre \_\_\_\_\_

**Commitment / motivation:** (ie what is your main motivation for working in early childhood ?)

**What do you see as your major responsibilities? (refer to job description)**

**Existing strengths in your job performance:**

**Current difficulties in your job performance:**

**What areas would you like further training, development and/or support in? (see your job description for guidance)**

**What changes would you like to see in your current role?**

**Does the current Job Description adequately reflect the duties that are or should be undertaken in your current role?**

**Do you have any suggestions to improve the management of the centre?**

**How do you deal with problems confronting you at work?**

**What do you see as your most important achievements over the past 12 months?**

**How have you contributed to maintain a positive workplace as part of the team?**

**Are there any issues in your current working experience that you think needs to be addressed in this appraisal?**

**Director's Feedback:**

*As you prepare responses to the above questions I will be preparing responses to the following questions for you:*

- *What areas do I think you are performing well in and what do you contribute to the Centre from my perspective.*
- *What are the areas in which I think you have recently shown improvement.*
- *What are the areas where I think there is room for growth.*
- *What do I think I could do differently to better support you in your role?*

*The following questions are aimed at including your responses as part of my own Appraisal – I appreciate your help with this.*

**1. What have I done that's helped you in your work/job?**

**2. How do you think I could be a better leader**

**STAFF APPRAISAL  
PROFESSIONAL DEVELOPMENT PLAN**

**Name of Staff Member** \_\_\_\_\_

**Date of Current Appraisal** \_\_\_\_\_

**Date of Last Review** \_\_\_\_\_

Training and Professional Development Needs:

Recommended Changes to Work Environment:

Recommended Changes to Job Description (if any):

GOAL	ACTIVITY TO MEET GOAL e.g training, support	RESOURCES REQUIRED

**Signature of Staff Member:**

**Date:**

**Signature of Centre Director**

**Date:**