

Appraisal Policy



Introduction

The aims of staff appraisals are to:

- Improve communications and motivation, by giving you an opportunity to talk about your ideas, expectations, and progress.
- Identify training and career planning needs and provide an input to training programmes.
- Assess past and present job performance and help you to realise your potential and increase the effectiveness of Xander Recruitment Group
- Determine your suitability for role changes within Xander Recruitment Group

Applicability

This policy applies to all employees who have completed their probationary period of employment.

The appraisal process

All employees will have an annual appraisal, which will centre on a meeting between yourself and the appointed applicable person to carry out your appraisal. Your appraisals will take place on a given date set by the manager

Before the appraisal

Before the appraisal meeting, you (the Appraisee) should read the guidelines and complete sections 1 and 2 of the pre-appraisal questionnaire.

The appraisal interview

The appraisal interview will be in private and without disturbances and will last approximately 1 hour. During this time your Appraiser will:

- Review your objectives and personal learning plan (or equivalent) from the previous year, discussing your achievement and progress, identifying any barriers that may have prevented you from meeting those objectives.
- Identify areas for improvement, development & training and set objectives for the next appraisal period.

Following your appraisal, the Appraiser will complete section 3 of the pre-appraisal questionnaire and give you a copy to read and comment on. The summary will identify your objectives for the forthcoming year. Once agreed, the summary and other appraisal documentation will be filed in your personnel file. All appraisal documentation is confidential.

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Equality Of Opportunity

All appraisals will be carried out within the framework of equality and diversity as outlined in Xander Recruitment Groups Equal Opportunities Policy.

Appeals

If you are not satisfied with the outcome of your appraisal, and if you are not able to resolve your concerns with your Appraiser, you have the right of appeal to the Director.

Monitoring The Appraisal Process

To help Xander Recruitment Group maintain high standards of appraisal, you may be asked to comment on your appraisal.

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

A handwritten signature in black ink that reads "Alex Stockley".

Date: March 2024