

DEFINITION

An annual appraisal should be a great opportunity to have a meaningful one-to-one with members of staff to thank them for their contribution to the school in the last year and to think about how they can develop in the future.

FOCUS

Since evidence now shows that the impact of performance-related pay is negligible, we should make sure that appraisals are used more effectively as developmental and motivational tools for our staff.

PREPARATION

Be prepared for the meeting — make sure that you have all the documentation you need from the previous year and that the appraisee is prepared to talk through their objectives with supporting evidence.

OBJECTIVES

Talk through the objectives set for last year and allow time for reflection and discussion on these points.

ACKNOWLEDGEMENT

Celebrate successes and take time to appreciate and thank people.

WELLBEING

Include a discussion on wellbeing as part of the appraisal discussion and, if the appraisee would like to, write down some commitments.

NO SUBTERFUGE

Avoid making the meeting a drawn-out game of cat and mouse which focuses on whether to give someone a pay rise.

CHALLENGES

Set challenges and targets that stretch and excite you both within a *high challenge/low threat* discussion.

PAPERWORK

Reduce the amount of written paperwork that accompanies appraisal. There is no need.

