2018 Performance Review/2019 Performance Planning

All staff

Pay Review

By 3rd Dec

Employee completes Performance, Planning and Review Assessment Form, including provisional rating and sends to appraiser.

Pay Review Briefing Calls If applicable

By 31st Dec

- Appraiser reviews employee's self-assessment and adds appraiser comments to Performance, Planning and Review Assessment form, including provisional rating.
- **Appraiser has discussion with employee if employee self-assessment and appraiser assessment are mismatched**. Appraiser to ask employee to provide evidence for self-assessment rating if necessary.

3rd Jan – 22nd Feb

Appraiser ensures they have collated completed assessment forms for all individuals within their team(s).
Departmental Manager attends moderation session.

Appraiser and employee have 1-1 appraisal meeting to:

- discuss performance and rating
- set objectives for the new appraisal year.

Pay Review sheets issued by 3rd Jan for completion

By 4h Mar

- Appraiser finalises last year's Performance, Planning and Review Assessment form following 1-1 appraisal meeting and next year's Objectives and PDP form.
- Appraiser submits completed documentation (Objectives and PDP form, and PPR Assessment form) to PPR inbox, employee and saves on local file
- **File must be saved with the file name format: Surname First Name PPRFY2018 Date of the Meeting e.g. John Dow PPRFY18 150118**

Final pay review sheets to be returned by Ops Directors to COO and by Exec to HRD by 4th March