



## EMPLOYEE ANNUAL PERFORMANCE REVIEW POLICY AND PROCEDURE

The employee annual performance review aims to :

- review an employee's role and contributions towards the Trust's objectives and goals
- serve as an objective avenue for both the reviewer and the employee to give and receive feedback
- help employees understand where they are in terms of alignment with Trust expectations and standards
- measure the performance of employees
- evaluate the contributions and achievements of employees
- identify opportunities to boost productivity
- identify areas for improvement
- identify employee gaps

Performance appraisal will be carried out annually for all employees using the Annual Performance Review Form.

- All employees will be asked to carry out self-evaluation before the appraisal interview.
- Input from at least 2 Trustees will be sought for all employees.
- The HR Group Leader and the BVT Chair (if he/she wishes to be involved) will carry out the performance appraisal for the Trust Manager. This will include taking soundings from those that the Trust Manager works most closely with and collating these views before undertaking the appraisal interview.
- The Trust Manager will carry out the performance appraisal for the Village Hall Manager. This will include some consultation with some Trustees and from hirers' comments.
- The Village Hall Manager will carry out the performance appraisal for the Village Hall Caretaker.
- The Village Hall Caretaker will carry out the performance appraisal for the Village Hall Cleaner.
- The Village Hall Caretaker and Cleaner performance reviews will be shared with the Trust Manager.
- The Trust Manager will report to the HR Group on all staff appraisals.

Agreed by BVT HR Group : 29<sup>th</sup> March 2022

Approved by BVT Trustees : 11<sup>th</sup> April 2022

Policy Review : 1<sup>st</sup> April 2024

# ANNUAL PERFORMANCE REVIEW

EMPLOYEE INFO			
EMPLOYEE NAME		REVIEWER NAME	
POSITION HELD		REVIEWER TITLE	
LAST REVIEW DATE		TODAY'S DATE	
CURRENT RESPONSIBILITIES			
<i>Attach job description, noting any significant changes.</i>			
PERFORMANCE ASSESSMENT			
<i>Evaluate performance and achieved goals.</i>			
<i>Discuss areas of excellence within performance.</i>			
<i>Discuss areas of improvement.</i>			
<i>Develop future goals with set expectations.</i>			
COMMENTS AND APPROVAL			
<i>Provide any additional feedback.</i>			
EMPLOYEE SIGNATURE		REVIEWER SIGNATURE	