

## **APPRAISAL/ DEVELOPMENT REVIEW GUIDELINES**

- 1) It is recommended that the Club conduct an annual performance appraisal/ development review for all teaching/coaching personnel in a chosen month of each year. The aims of the appraisal are to:
  - To motivate teachers/coaches by providing feedback on their progress.
  - To improve club development by identifying and pin-pointing key personnel development needs and setting future performance objectives.
  - To serve as an input for determining mutual beneficial training needs.
- 2) Each teacher/coach will be appraised by the Head Coach or an appropriate member of the Club Committee.
- 3) Each teacher/coach is responsible for preparing in advance for their annual review.
- 4) Each teacher/coach should also review next year's annual club plan considering which objectives they directly contribute to and should revisit their job descriptions.
- 5) Following the appraisal meeting, the teacher/coach and the appraiser should complete the writing of the annual review and training plans as soon as possible.
- 6) By the end of the appraisal process the teacher/coach, together with the appraiser, will have:
  - Reviewed their performance over the previous 12 months;
  - Reviewed how their role contributes to the club's objectives;
  - Set performance targets for the next 12 months;
  - Established training needs for the next 12 months.
- 7) At the end of the appraisal process, the appraiser should submit a report to the Club Management Committee to confirm:
  - a) Whether the teacher/coach's performance for the previous twelve months met with the Club's objectives
  - b) That a development plan has been agreed for the next 12 months.
  - c) That skill and knowledge gaps have been identified and that a training plan has been agreed.

## Annual Appraisal: Details

Coach/Teacher/ Employee's Name:	
Job Title:	
Club:	
Length of time in current position:	
Appraiser's Name:	
Appraiser's Job Title:	
Date of Review Meeting:	
Review Period (Dates):	From:                      To:

## ROLE APPRAISAL AND PERFORMANCE REVIEW MEETING

Part 'A' of the questions to be completed by the appraisee before the meeting.  
Part 'B' of the questions to be completed by the appraiser during the meeting.

<b>1. REVIEW OF OVERALL PERFORMANCE</b>
A. Comment on your overall performance in your role since your last appraisal.
B. Comment on the employee's overall performance in their role since their last appraisal.

<b>2. ACHIEVED OBJECTIVES</b>
A. What have been your main objectives achieved since your last performance review meeting. Reference should be made to any internal and/or external factors that have enhanced your work performance. Please also comment on your key positive attributes, behaviours and strengths you feel you have displayed.

B. What have been the employee's main objectives achieved since their last performance review meeting. Reference should be made to any internal and/or external factors that have enhanced the employee's work performance. Please also comment on the employee's key positive attributes, behaviours and strengths they have displayed.

### **3. OBJECTIVES NOT ACHIEVED – REFLECTION, REVIEW AND IMPROVEMENTS**

A. Are there any objectives that you feel you have not fulfilled? If so, is there anything different you could do, if faced with the same situation again? Is there anything that you require your manager/club to do better or differently to help you improve your performance within the role? Also, reference should be made to any internal and/or external factors that have led you not to perform at your best during the review period.

B. Are there any objectives that the employee has not reached? If so, is there anything different the employee could do, if faced with the same situation again? Is there anything that you feel the employee requires from their manager/club to do better or differently to help them improve their performance within their role? Also, reference should be made to any internal and/or external factors that have led them not to perform at their best during the review period.

**4. LEARNING AND DEVELOPMENT ACTIVITIES**

A. Comment on any development activities (e.g. CPD workshops, courses) that you have undertaken during the review period and how these have had a positive impact.

B. Comment on any development activities that the employee has undertaken during the review period and how these have had a positive impact.

**5. REVIEW OF CURRENT JOB DESCRIPTION & PERSON SPECIFICATION**

A. Comment on any changes that should be made to your current job description and person specification (if you have one) to take into account any changes to responsibilities, the skill set needed etc.

B. Comment on any changes that should be made to the employee's current job description and person specification to take into account changes to responsibilities, the skill set needed etc.

**6. SUMMARY OF THE APPRAISAL DISCUSSION**

A. A summary of any key discussion points, general comments, issues raised, agreements reached and/or further actions needed that are not detailed elsewhere need to be documented here. Please also use this section to document any comments, changes and further developments, which you would like to record.

B. A summary of any key discussion points, general comments, issues raised, agreements reached and/or further actions needed that are not detailed elsewhere need to be documented here. Please also use this section to document any comments, changes and further developments, which you would like to record.

**Training Needs Analysis**

<b>Details of Skills Required:</b>	<b>Recommended Training</b>
<b>Details of knowledge needed:</b>	<b>Recommended Training</b>

By signing below the appraiser and appraisee acknowledge that the performance review has been discussed and agreed.

Signed by Appraisee:		Date:	
Signed by Appraiser:		Date:	
Signed by Club Officer		Date:	