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| **VEEVE Performance Review & Development Plan Policy**  Purpose  It is the aim of Veeve to use a structured performance review and development plan to assist all employees in performing their job to the best of their ability, maximising their job satisfaction and their contribution to the Company’s objectives.  Scope  All employees who work under a contract of employment.  Statement  The Performance Review and Development Plan process of Veeve is a key tool to ensure:   1. That all employees are receiving feedback on their current performance, and how to improve 2. That all employees have clear objectives and targets for the coming year 3. That all employees feel that they have a formal and structured meeting where their Training and Development can be considered 4. That all employees have the opportunity to give open and honest feedback to their manager about issues which may affect their performance 5. That we collect information in a structured way about development needs within the company   All managers who carry out appraisals should be trained in the process of conducting an appraisal interview.  The Review Process   * Review meetings should take place at least twice a year, in January/February and a mid-term review approximately 6 months later in July/August. * Review meetings should be carried out by the jobholder’s immediate superior on a one-to-one basis. Guidance notes and a review form should be given out two weeks before the meeting to all employees to help them prepare for the meeting. * Managers should also use the form to prepare for the review meeting. * New employees will be reviewed in their sixth month of employment to coincide with the completion of their probationary period, and thereafter twice a year, to coincide with the Company scheme. * Reminders to the business regarding reviews will be sent out including the relevant forms and guidance notes. * The appraisal interviews should start from Director level downwards in order that communication of corporate objectives can be made more effectively. * All reviews should take place in private and should have **no** interruptions. * The review form itself should be completed during the meeting, as a record of the discussion, and, where necessary, finished shortly after the meeting has taken place. Three copies of the review form should be made: one for the Manager, one for the employee and one for the employee’s file. * The completed review form should be viewed as a working document and as such be continually referred to and reviewed throughout the year. |
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