



Tao Complex Care

52 East Parade, Harrogate, North Yorkshire, HG1 5LT



4. Policy

4.1 Tao Complex Care recognises that a well-functioning appraisal system is fundamental in creating a quality service for Service Users, ensuring that staff are supported to reach their potential and meet business objectives.

4.2 Tao Complex Care will ensure that each individual employee will be formally appraised annually.

4.3 Appraisers will be line managers with up-to-date knowledge and training in the appraisal process.

4.4 Tao Complex Care supports a culture of learning and development, and will use the appraisal as an opportunity to explore each individual's needs.

4.5 During the appraisal, a written document will be produced which will highlight the salient points discussed. This document can then be used as a working document and referred to throughout the year.

4.6 Regular supervision throughout the year will support the appraisal process.

4.7 As a partner in the appraisal process, the employee being appraised will be able to contribute fully to the process.

4.8 Personal appraisal documentation must be stored in the individual employee's personnel file, and be subject to the normal security and privacy measures applying to that file.

4.9 The appraisal system at Tao Complex Care will be reviewed and evaluated as part of quality assurance to ensure that it is an efficient and effective system meeting both business requirements and the needs of employees.