

## **Staff Performance Reviews**

However, a well designed staff review can increase communication between staff and management, identify training and development needs and receive feedback ( rather than criticism) of any weaknesses in the system and overcome any tensions, thus creating a more favourable workplace for everyone and increase productivity. An appraisal can also help managers and decision makers gain some insight into various functions and jobs within the Boarding House . The goal of appraisals is to support staff development, increase communication between staff members and provide a forum for any pastoral care issues that may need attention.

Students are very preceptive and can pick up any tensions between staff and workplace. By having regular appraisals and open communication hopefully any issues can be picked up at a preliminary stage.

Analysing the appraisals is as important as setting the questions. Poorly phrased questions can give poor assessments and can be interpreted in many ways. People have different ways of communicating so providing some training on answering and setting appraisals can be useful for the staff.

Assessments provided through appraisals need to be :

- Specific, rather than general with good clear examples.
- Measurable with outcomes that can be achieved
- Balanced
- Sensitive to the person or issue,
- Structured
- Focused on the issue, not the person.

The underlying principles of the setting an assessing appraisals are so complex, not to be complacent in their approach.