

Community Employment – Procedures Manual

Appendix 5

JOB PERFORMANCE/APPRaisal SYSTEM FOR COMMUNITY EMPLOYMENT SUPERVISORS

To be completed by the Chairperson of the Sponsoring Committee as follows:

- 1st Appraisal - Within 3 months of start date
- 2nd Appraisal - Within 6 months of start date
- 3rd Appraisal - Within 9 months of start date

Each job performance/appraisal form must be signed by the Sponsor, Chairperson and the Supervisor. It should be held on file for monitoring by DSP. The emphasis of the 'Job Performance/Appraisal' system is a results-oriented scheme rather than a trait/personality scheme.

The emphasis should be on setting and agreeing performance objectives/key goals with a periodic review. There are two main elements to this process:

- **Goal Setting**
 - The starting point of the process in which the Sponsor and the Supervisor sit down and identify and agree goals/targets/key tasks for the coming 12 month period.
- **Evaluation of Performance**
 - There will be 3 formal opportunities for both the Sponsor and the Supervisor to discuss performance against the planned goals/targets/key tasks. Where performance is either less than or greater than the goals, the reasons should be determined and recorded on the appropriate form.

Where goals are under-achieved because of lack of skill or knowledge by the Supervisor, then relevant training needs should be identified and appropriate training considered. Where goals are under-achieved because of factors outside the control of the Supervisor, then actions by the Sponsor may be required in certain circumstances. Where goals are under-achieved because of factors within the control of the Supervisor but not related to development needs, then corrective action should be agreed between the Sponsor and the Supervisor.

Job Performance/Appraisal Review Form

(Sample Only Not For Duplication)

Name: _____ Period covered: _____

Appraisal No: _____

Date: _____

Project Administration - Goals/Targets/Key Tasks

- a) Provision of efficient and effective financial accounting system.
- b) Installation and maintenance of systems controlling the operation of general ledgers, wages sheets, PRSI returns.
- c) Installation and maintenance of an effective time-keeping record system to monitor participants on project.
- d) Operation of the Individual Learner Plan system for all participants.
- e) Following DSP Quality Assurance procedures with regard to training provision.

Performance Achieved Yes/No – elaborate:

Comments:

Human Resources- Goals/Targets/Key Tasks

- a) Effective management of all participants on the project.
- b) Effective planning, scheduling and co-ordination of the agreed work targets.
- c) Planning and implementation of team meetings and “one-to-one” meetings with participants.
- d) Plan, identify and implement training/development opportunities for participants under the Individual Learner Plan system.
- e) Maintain adequate training records for all participants (ILP).
- f) Implement effective “Induction Programme” for each participant on project.
- g) Implement good practices in relation to “Health & Safety at Work”.

Performance Achieved Yes/No – elaborate:

Comments:

Additional comments from Sponsor:

Additional comments from Supervisor:

Supervisor's Signature: _____ **Date:** _____

Sponsor's Signature: _____ **Date:** _____
