

**Non-School Staff Appraisal - Objective Setting Guide 2024 – 2025**  
**How to complete your appraisal.**

The HR Department will send out the blank appraisal form to you prior to your meeting.

You are asked to complete your appraisal objectives, setting out how you are going to achieve them, complete sections 'Objective 1' and 'Objective 2' of the form and email this to your Line Manager before your appraisal meeting. You should also give some consideration as to what evidence you will produce prior to your final meeting and discuss this with your Line Manager.

**Objective 1:** should be linked to the organisation's current priorities, for example, this should be something that you will be doing throughout the year within your department or the organisation.

**Objective 2:** should be a personal objective that will enhance your role within the school (this could be linked to the organisation's vision).

When you meet with your Line Manager you will discuss your objectives, you will be asked how these link to the organisation's priorities and vision. During the meeting your objectives will be mutually agreed, or they may need to be discussed further before final agreement.

Once your objectives have been agreed, you will need to ensure that you collect any evidence throughout the period to share with your Line Manager at the end of the appraisal period.

**Wellbeing:**

Your Line Manager will always start with your wellbeing, this is an opportunity to chat about how things are going, what you might need to support you through this period etc. Your Line Manager will complete this section.

**Mid-year Appraisal Meeting:**

When the mid-year appraisal meeting is due the HR Department will send out the appraisal form. You need to complete sections 'Objective 1' and 'Objective 2' of the form and send it by email to your Line Manager before your appraisal meeting. Remember to take your evidence with you to the appraisal meeting and if you might need further support or training to complete your objectives take some examples or options with you to discuss with your Line Manager.

**End of Year Appraisal Meeting:**

The process will repeat as per the mid-year appraisal meeting; however, in addition, you will need to bring along any evidence you have.

Ahead of the end of year appraisal meeting you will be expected to complete next years' appraisal form (this will be sent in advance by the HR Department), and discuss and agree objectives once the current years appraisals have been signed off.

At each meeting you will be asked to sign the form, your Line Manager will sign the form also and, depending on your Line Manager, you may be asked to take it to Deirdre or Christine for final sign off. Once fully signed, please take the original signed copy to the HR Department to be retained on your file.

Your Line Manager will email you and the HR Department an electronic copy.