

5 Top Tips

Employment Law: Mid-Year Appraisals

#1. Before meeting with any of your staff, look back over and reconsider the targets that were set with staff at the start of the academic year.

Targets are meant to stretch and challenge the members of your staff and help them move forward and develop.

#2. It is important to make sure there is enough time for both parties to prepare for any appraisal meetings.

Ensure your staff has the best chance to demonstrate how well they have been doing and is able to bring any evidence they want to the meeting.

#3. Ensure you don't forget about practicalities. Make clear to your staff how and when these meetings are taking place.

Mid-year performance reviews do not have to be 'in-person' and can take place remotely if easier for all parties.

#4. Be prepared for the meeting so you can flag any concerns around performance.

Make sure to give as much feedback as possible to allow staff to tackle and address those concerns and improve their performance. This will ultimately improve learning and support for your students too.

#5. When making any changes to the targets provisionally agreed upon, try to agree those revisions or amendments with the staff in question.

Your staff member will presumably work more positively towards those targets, and you as their employer will more likely have a better outcome.

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