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:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Revised September 2014
Additional comments from Sponsor:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________  

Additional comments from Supervisor:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________  

Supervisor’s Signature: __________________________ Date: _______________

Sponsor’s Signature: __________________________ Date: _______________