
Annual Performance Appraisal Process

1. The Promotions and Remuneration Team, Human Resources create submissions on Progress for the Annual Performance Appraisal.
2. The Promotions and Remuneration Team notify Head of Department and Client Services Staff the review is open for departmental checking before the review begins for all staff
 - HoD and Client Services Staff who have been given delegated access are able to log into Progress and review the list of eligible staff
 - The Annual Performance Review will only have one reviewer, and this will default to the HoD.
 - The HoD can delegate the review to a supervisor/principal investigator, and they will become the reviewer. This change can be performed by the HoD or Client Services staff. Instructions on how to [Re-assigning Reviewers in Progress](#) is available at the following link.
 - Where a review has been delegated, HoD or Client Services staff are to advise the reviewer and forward through guidelines on the process.
 - Where a HoD delegates a review, they still have access to the review.
 - PVC and Deans would only be a reviewer for their direct reports. However, they are able to log into Progress and see all reviews in their division or school.
 - HoD or Client Services staff should let HR know of any staff who should not be reviewed, for example if a staff member has resigned or a fixed term is ending before 1 February 2021 and no further work is planned. HR will close off these reviews and these will show as “end of Workflow – Not Reviewed”
3. Human Resources will email out to all eligible staff providing guidance for the review.
4. Eligible staff will prepare a statement in Progress prepare a statement in ‘Progress’ noting their particular contributions to the appropriate areas for their role - teaching, research, professional practice and service to the University and the community over the review period. This information is submitted to their Head of Department, Head of Programme or Supervisor/Principal Investigator via ‘Progress’.
5. Meetings are scheduled with the reviewer and staff member.
6. The reviewer meets with the staff member to discuss their performance and career development.
7. Reviewers will enter comments in Progress in the first reviewer field to:
 - a. validate the quality of the achievements and evidence
 - b. comment on the key objectives that have been agreed for the next review
 - c. assess whether performance is satisfactory
 - d. make a recommendation for a salary progression (if applicable)
8. The completed review documentation is submitted to Promotions and Remuneration, Human Resources