

Families Fighting for Justice and O.L.L.Y
(Our Lost Love Years)
Staff Supervision Policy/Procedure

Reviewed 1st March 2023

Aims and Objectives

To review an individual's performance and progress in a job

Staff supervision will improve the employee's performance, help in career planning, and assist the employee to evaluate their own performance to develop themselves.

Evaluation of Staff

Staff will be evaluated through the following methods:

- Trial period reports and probationary period; all new staff complete a six-month probationary period.
- Regular staff supervision: the aim is to review tasks and work set for employees and to mutually discuss the different aspects of work.
- Appraisal forms and meeting every 3-6 months.

Procedure

1. Trial period reports and supervision will be carried out with all employees.
2. Line manager will notify employees in advance of date and time of any of the above meetings to be held.
3. Relevant documents are completed during these meetings and are signed and dated by both line manager and employee. They will be kept in staff files.

4. Documents will be used to monitor and track employee's performance and training needs.

YOU DO NOT NEED TO WAIT FOR THESE OPPORTUNITIES TO DISCUSS ANY MATTERS WITH THEIR LINE MANAGER.