
Policy Statement

At TruComfort Homecare we are committed to supporting staff in identifying their ongoing training, development, and personal growth needs. Regular appraisals are a vital part of maintaining high standards of care, promoting staff wellbeing, and ensuring a supportive working environment.

We view appraisals as a key opportunity to reflect on performance, celebrate achievements, and set clear goals for future development. Every member of staff is assigned a supervisor and receives structured supervision as part of our quality and support framework.

Procedure

1. **Appraisal Frequency:** All staff members will have a formal appraisal once every 12 months.
2. **Pre-Appraisal Form:** Staff will receive a pre-appraisal form at least one week prior to the scheduled meeting to reflect on their progress and needs.
3. **Form Submission:** Completed forms should be returned to the designated appraiser, who will use them to guide the discussion.
4. **Scheduling:** A suitable time will be arranged for each appraisal meeting in consultation with the staff member.
5. **Appraisal Discussion:** The appraiser will complete the formal appraisal document during the meeting, including the development section and action plan.
6. **Target Setting:** Any performance concerns or development opportunities will be documented, with clear targets and deadlines agreed upon.
7. **Documentation:** The final document must be signed and dated by both parties. A copy will be provided to the staff member upon request, and the original retained in their personnel file.

Training

- All staff will be introduced to the appraisal process as part of their induction at TruComfort Homecare.
- Appraisers, including managers and supervisors, will receive dedicated training to ensure appraisals are carried out professionally and constructively.