



Staff Annual Review Policy and Procedure

It is the policy of the TMSA to conduct an Annual Review which allows the staff to evaluate the work of the previous year and to plan future work.

This will include:-

- a personal review of their own performance
- a plan for future performance
- a review of past training
- a training needs analysis

Each employee will complete an Annual Review Sheet, which will remain confidential.

A date will be set to review this and discuss it with the National Director (in the case of the National Director with the National Convener).

The National Director will then complete an analysis of general and individual needs.

The results of this will be discussed (where appropriate) at the following Staff Meeting and (where necessary) with individual members of Staff.