

Handbooks

Staff folders are a useful way of bringing together information about the setting and the terms and conditions of employment. A typical handbook could include:

- Pay
- Hours of work
- Leave arrangements
- Disciplinary Rules
- Appraisal arrangements
- Person to contact if an employee is dissatisfied with a disciplinary decision
- Behaviour policy
- Confidentiality
- Health and safety policies

Appraisals

An appraisal is a way of regularly recording an employee's performance, potential development and training needs. As a general rule a formal appraisal should be carried out once a year with informal progress meetings every few months or as and when you or the employee feel it is necessary.