

Appraisal Timings – when they should be conducted

Actus was introduced in early 2023 and all line managers and staff should now be engaging with this platform to record appraisals, objectives and development activity. Every member of staff should have a yearly appraisal with their line manager and this should be carried out between the months of **June and August** as this allows for reflection on the previous academic year and enables planning for the forthcoming academic year.

Appraisals do not need to be scheduled in a particular order (e.g. starting with ELT, cascading to Directorate then to their direct reports and so on) as this approach limits the period within which appraisals can be carried out. Objectives will usually be agreed during the appraisal process, but additional objectives can be agreed and recorded in Actus outside the appraisal process.

New members of staff should have initial objectives set within their first weeks of joining LJMU and their first appraisal within 6 months. This is in addition to regular informal reviews that should take place as part of their induction. Following this future appraisals should fall in line with the normal timelines stated.

Whilst the Appraisal scheme is designed to facilitate a formal communication between a member of staff and their line manager, this should not replace the more regular interactions between a member of staff and their line manager, where progress against objectives and the outcome of training and development activity is discussed. These interactions can also be recorded in Actus.

It is the responsibility of each Director/ Head of Department through their line managers to ensure that all staff in their department are reviewed in line with this scheme. Reports are presented to ELT and the Governors each year to demonstrate progress.