

## SASSOON APPRAISAL GUIDELINES

### BACKGROUND

Sassoon is firmly committed to equal opportunities for all its team members and this means that performance will be judged solely against your work objectives, the needs of yourself and your job, and how well all these areas are being met.

The format and content of Apprentice appraisals must be to the NVQ requirements, and take place every 12 weeks.

Varders, Trainee Stylists and Trainee Colour Specialists will be appraised on completion of their basic test.

### AIMS AND OBJECTIVES OF AN APPRAISAL SCHEME.

The aims and objectives are to assist you in performing your job role to the best of your ability, thus maximising your own job satisfaction leading to motivation thereby improving your contribution to the company's objectives and goals. In this way we will all benefit from effective people management and the full utilisation of the skills and potential we have within the UK Salons and Academies.

The following issues will be discussed and actions jointly planned at your interview:

- **your personal development**
- **planning your career**
- **enhanced communication**
- **identify your flexibility and mobility**
- **goal setting for you and the company**
- **encourage pro-active management**
- **identification of problem areas**

This list is not exhaustive, it acts as a guideline and if you wish to bring any matter to the attention of your appraiser please feel free to do so.

To fulfil all of the above you and your appraiser will use your current job description, previous appraisal forms and the training evaluation forms of any training you may have attended either externally or internally, (and, if applicable, your current directional path and any future directional path you may wish to pursue).

**If you wish to obtain copies of job descriptions and directional paths please speak to your Manager or contact the Human Resources Department who will be happy to help and advise you.**

You should discuss suggestions for work objectives for the coming year and jointly agree the outcomes required. This will require planning so think about the meeting as soon as you have been notified, make notes, use last year's documentation - this is your opportunity to talk officially about your career - make the most of it.

An appraisal is not:

- a secret report on you
- a disciplinary interview
- an attack on your personality
- a salary discussion

### THE APPRAISAL PROCEDURE

You will be given a minimum of five working days notice of your interview.

All team members, with the exception of Apprentices and Trainee Stylists/Colourists will be appraised once a year.

The following people will be involved in your appraisal, either by conducting the appraisal or by giving feedback to the person/people doing the appraisal review.

Ideally, two appraisers from the following list will conduct the interviews. However, if appropriate, a maximum of three people may be present.

Appraisee	Appraiser
Trainees	Salon Director/Creative or Colour Director/Assistant Salon Director/Assistant Creative or Colour Director
Receptionist	Salon Director/Principal/Head Receptionist
Head Receptionist	Salon Director/Principal/Creative or Colour Director/
Stylist/Barber	Salon Director/Creative Director/Assistant Salon Director/Assistant Creative Director
Technician	Salon Director/Colour Director/Assistant Salon Director/Assistant Colour Director

Teacher

Principal

Academy Principal

UK Academy General Manager