



[London School of Executive Training]

Staff Appraisal

Each new member of staff is considered to be on a probationary appointment for the first three months of employment. The new member of staff is appraised by the Programme Manager during his/her probationary period. The written appraisal is discussed between the employee and the Programme Manager. The written appraisal is dated, signed by both parties and the original forwarded to the Chairman for review and filing. A copy is then given to the employee being appraised.

Should it become necessary to terminate an employee's contract during the probationary period, a 30- day notice will be given.

Annual Appraisal

The employees who are not in a probationary period, a formal appraisal should take place once annually.