

SIMS
Staff Performance Appraisal Module
Preparation Check list

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IMPORTANT NOTE: These enhancements require the purchase of an additional SIMS Staff Performance Licence which can be purchased through the SIMS Support Team

Actions to be Carried Out Before Using Staff Performance

Before using the Staff Performance functionality, a number of considerations and conditions must be defined to ensure that SIMS complements the appraisal system in your school.

Complete	Task Description
In General	
☐	Senior Leadership Team to meet and discuss initial considerations and requirements, ie How would you like your Appraisal system to work within the school
☐	Finalise, for the staff • Who will be the Appraisers? • What staff members will the Appraisers be responsible for?
☐	Finalise, for the school • Appraisal periods • school objectives • professional standards
In SIMS	
☐	Check your SIMS version is 7.154 or later
☐	Ensure the SIMS Staff Performance Licence has been purchased and applied
☐	Check with your System Administrator/Manager that you have the appropriate permissions to setup Staff Appraisals or to record associated data (<i>refer to Staff Performance Appraisal Manual</i>)

Complete the Staff Performance Setup

There are three areas that need to be completed **in SIMS** before using the Staff Performance functionality: When a new appraisal period is created, your school academic diary dates are populated automatically.

Complete	Task Description
☐	Amend SIMS Lookups so that they are appropriate for your school
☐	Set up the Appraisal Periods which are the timeframe for when appraisal related activities take place during the academic year.
☐	Set up Whole School Objectives (usually taken from the school development plan), which allows individual staff objectives to be linked with the school objectives. This also allows reporting on the progress of the school against these objectives.
☐	Set up Professional Standards which are the assessment criteria used to assess groups of staff. Multiple sets of standards can be created and associated with members of staff. These can include the Teacher Standards, NQT standards, support staff standards and school defined competencies. Teachers Standards are already in the system by default but can be edited as required
☐	Create the Line Management Structure to determine who appraises each staff member and who staff report to
☐	Assign Staff Permissions to Staff as per the Line Management Structure