

Periodic employee evaluation system

Purpose

1. Implementation of a uniform employee evaluation system at the level of all courts, as a key tool for human resources management supported by an IT system. The overarching goal of the implementation is to establish a long-term personnel policy in the courts.
2. In addition, the main objectives of the periodic appraisal of court employees include: a) verification of the level and manner of performing the duties entrusted to them and achieving the set goals, b) improving the quality and efficiency of work, c) developing plans for the individual development of the employee on the basis of identifying strengths and areas of development.
3. Individual courts differ in their specificity, therefore the definition of detailed objectives of employee evaluation is possible at the level of individual organizations, in consultation with the court management and after appropriate analyses.

Assumptions

1. The main task of implementing periodic employee evaluation systems is to support management and employees in achieving the assigned goals by providing feedback on the degree of their achievement, and thus motivating them and indicating areas for improvement and improvement.
2. This translates into the implementation of the development function, both in terms of the training provided, but also the displacement policy, and in particular professional promotions.
3. The appraisal process is conducted in such a way that on the basis of a standardised job description and the developed competence profile of the evaluated employee, it is possible to assess the performance of his/her duties and formulate conclusions regarding his/her further professional prospect.

Create a tool

1. The inventory of activities related to the completion of the appraisal process begins with training to prepare direct supervisors to conduct an appraisal interview with the employee being evaluated.
2. During the interview, feedback is provided on the results of the assessment and further HR actions to be taken with respect to the employee.
3. The whole procedure is completed by the preparation of final reports, both individual and group.

Description of the functioning of the practice

1. The implementation of the employee appraisal process can be divided into stages:

Stage 1: determination of entities involved in the implementation of the project.

Providing the Court's employees with information on the principles of conducting periodic employee appraisal along with a set of documents (appraisal regulations, employee appraisal sheet).

Stage 2: training on the methodology of conducting periodic employee evaluation for selected groups.

Stage 3: providing the Court employees subject to the assessment with detailed information on the procedure, rules and objectives of the periodic employee evaluation. Conducting an assessment.

Stage 4: sending the sheets completed by the evaluated employees to the direct supervisor. Determining the final result of the evaluation and conducting evaluation interviews along with establishing a schedule of further actions for the evaluated.

Stage 5: Preparation of the report and its approval by the Management Board. Implementation of recommendations resulting from the results of the assessment.

Benefits

1. The implementation of this good practice will allow for the full use of the potential of systematic and reliable employee evaluations.
2. Streamlining processes related to the management of human resources and their competences applies especially to those areas that significantly affect the final achievement of organizational goals.

Cost of implementation

1. The costs that the Court must incur in connection with the implementation of the periodic employee evaluation system will result from the process of preparation, implementation and implementation of the above human resources management instrument.
2. The implementation of the practice is mainly related to the costs resulting from the employees' time spent on participation in the assessment, the preparation of an electronic version of the assessment system using the available hardware and software, entrusting additional tasks to a person performing the function of the system administrator (there is no need to appoint a new position for the implementation of the above practice), and the costs of training court employees participating in the implementation of the practice (applies to all groups).
3. The costs of office supplies are reduced to a minimum with the use of IT support.
4. Due to the operation of the IT solution, the costs generated by the employee evaluation system implemented in a "traditional" way will be reduced.

Other necessary expenditures/activities

1. In order to implement the periodic employee evaluation system, it is necessary to carry out a number of preparatory activities so that the evaluation system is adapted to the specifics and needs of a given court.
2. First, the court should be analysed and diagnosed in the context of identifying the conditions affecting the employee appraisal.
3. The above actions should also be taken in the sphere of human resources management in order to determine the strengths and weaknesses of the personnel policy so as to

identify and assign the objectives of the evaluation to the greatest extent possible and to determine the areas of management that require urgent changes.