



How can Filio help you introduce and manage an effective appraisal process?

Performance management is an important aspect of any organisations development and improvement. Appraisals enable staff to demonstrate and talk about achievements and identify areas for development. For leaders they are an opportunity to target priorities and ensure all staff are working to the required standard. Establishing a consistent and transparent process for appraisal is therefore vital to build confidence and encourage open and honest development conversations at all levels.

Why and on line system?

Filio reduces the administrative burden of appraisal by keeping everything in one place, safe and easy to access at any time. Linking appraisers and appraisees enables progress to be reviewed at any point, anywhere you have Internet access. Each member of staff has their own Filio account encouraging ownership of their development and, with support at the action planning stage, working towards clear targets with identified success criteria. Evidence can be uploaded over the year to demonstrate progress; this is visible to the appraiser and head teacher and helps support the final appraisal interview.

How does Filio work?

- **Assess current position and identify targets and priorities**
Each member of staff sees the competencies or standards relevant to their job role. We have a wide range of national frameworks and can also adapt and add your own.
- **Set objectives and create a 'live' action plan**
Objectives can be added centrally for groups and/or by individuals themselves.
Action plans are automatically created in a printable format showing link standards / competencies.
- **Upload Evidence.**
Evidence in a wide range of formats including photos can be added anytime and linked to evidence progress against objectives and or towards meeting standards.
- **Observation and monitoring**
A wide range of templates is available to support standardised monitoring, including termly review and qualitative, non-graded observations. We can add and/or adapt yours to reflect your approach.
- **Analysis and monitoring**
An easy to follow analysis page gives school leaders access to headline data and information. Our innovative 'forms viewer' enables instant access to the content of your monitoring forms, which can be viewed on screen, printed or downloaded. The appraisal-tracking page makes it easy to monitor the completion process and see appraisal forms as they are signed off.

What does it cost? We have a transparent pricing so you can make an informed decision.

Filio is sold as an annual subscription with initial set up costs in Y1.

Primary and Special schools: 1 year £475 plus £300 set up. 3 years £1425 with free set up.

Secondary schools: 1 year £975 + £600 set up. 3 years £2925 with free set up

(All prices are exclusive of VAT)

How do I find out more and see a demonstration?

Please contact us via the website: www.filio.co.uk

Or directly: gary.durbin@4colourlearning.co.uk or sarah.ridgway@4colourlearning.co.uk

Find out how Filio can help you reduce paperwork and improve your staff appraisal process.