

Appraisal scheme review questionnaire

Name (Leave blank if you wish)

Department/Business Centre

1 Objectives

1.1 What do you personally feel are the objectives of the scheme?

- To agree training needs
- To decide salary/cash award
- To review job performance during previous calendar year
- To discuss future career developments
- To set performance related objectives for the following 12 months

Tick any/all boxes you think apply

Add any other objectives you think are relevant:

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1.2 Do you feel the objectives of the appraisal scheme were met?

- Yes No Partly

1.3 If the answer is 'no' or 'partly', in what way(s) were they not met?

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2 Timing and frequency

2.1 Should the reviews be held:

- as now? or at some other time of the year?

If at some other time, when?

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2.2 Should a formal review be held?

- Every 6 months? Every 12 months? Less frequently?

3 Appraiser preparation and style

3.1 To what extent did you feel the appraiser:

(a) Understood your job, competence, achievements and aspirations?

- Fully Partly Not at all

(b) Gave you the opportunity to share your views, ideas, and listened to them effectively?

- Fully Partly Not at all

(c) Ensured that at the end of the interview both of you knew exactly what action had been agreed?

- Fully Partly Not at all

3.2 Did any of the appraiser's comments come to you as a surprise?

- YES NO

If 'yes', please give example(s):

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4 Follow-up action

4.1 Do you refer to the discussion notes/summary during the year eg: to remind yourself of the objectives, training plans, amend the objectives, for example?

- YES NO

4.2 (appraisers only) If 'yes', what use do you make of the documentation once the review has been completed?

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4.3 (appraisees only) If 'yes', what use do you make of the documentation once the review has been completed?

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4.4 Do you formally discuss your performance progress etc, with your boss other than at a your Annual Performance Review?

- YES NO

4.5 Do you feel confident that the decisions that have been agreed during the performance review discussion will be acted upon?

- YES NO

5 Career development

5.1 Do you feel the appraisal system is an adequate vehicle for determining career progression and development needs?

- YES NO

5.2 If 'no', how could it be adapted to do so?

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6 Form design

6.1 Is the general design and layout of the appraisal form acceptable to you?

- YES NO

6.2 If 'no', please elaborate

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7 General comments

7.1 What other comments, if any, do you have regarding the improvement/ acceptability of the process in general?

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