

Introducing appraisals – a checklist

Why? What are the objectives?

- Assessment of past performance and the improvement of future performance
- Assessment of future potential/promotability
- Assessment of training and development needs
- To assist reward review

How often?

- Annually
- Bi-annually
- Quarterly
- Other

What methods?

- Rating scales
- Comparisons with objectives
- Critical incidents
- Ranking
- Narrative report
- Behaviourally Anchored
- Rating Scales
- Other/a mixture of the above methods

Who is to be appraised?

- Managers
- Supervisors
- Scientists, technologists and technicians
- Sales and marketing
- Clerical
- Skilled
- Semi-skilled
- Unskilled
- Any other

Who should carry out the appraisals?

- Immediate supervisor
- More senior manager
- Self assessment
- Personnel manager
- Any other

Should appraisals be 'open' or 'closed'?

- 'Open'
- 'Closed'
- Partially open (that is: certain parts of the report not disclosed to the employee)