

#### **TIPS FOR RUNNING EFFECTIVE APPRAISALS**



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Understand the purpose of the appraisal It's not just a formality, it's a platform

for growth and improvement.



**Set a convenient time and place** Make sure both parties can attend without disturbances.



**Review past performance reviews** It will provide context and reveal areas of continuous improvement or stagnation.





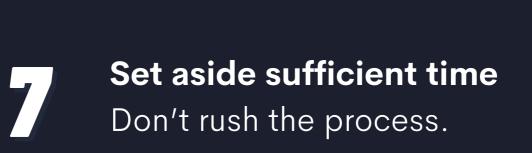
Gather comprehensive input Use feedback from peers, subordinates, and superiors for a balanced view.

> **Prepare documentation** Organise all relevant work samples, metrics, and reports.



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**Identify key discussion points** Know what issues or achievements you want to highlight.





**Understand performance standards** Know what is expected from an employee in a particular role.



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Know your employees' tasks and responsibilities Have a clear idea of what your employee does on a daily basis.

> **Be open-minded** Be ready to hear things you may not necessarily agree with.



Create a comfortable environment The employee should feel safe and open to discuss.





**Be clear about the appraisal process** Explain how it works and its purpose.

# Image: Provide an overviewImage: Original origina



#### **Encourage dialogue**

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It's not a one-way conversation, encourage employee input.

#### **Listen actively**

Show genuine interest in your employee's thoughts and opinions.

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**Avoid jargon** Use language that is clear and understandable.



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#### **Be respectful** and empathetic Be mindful of the employee's feelings and perspectives.

Manage your non-verbal cues Body language can say a lot.





Stay positive

Maintain a positive attitude throughout the process.

> Speak to the employee, not at them The appraisal should feel like a discussion, not a lecture.



**Start with positive feedback** This helps to set a good tone for the rest of the discussion.



#### **Use specific examples** Abstract feedback is hard to interpret.



#### Be honest but tactful

Honesty is crucial, but avoid demotivating the employee.



**Provide balanced feedback** Address both strengths and areas of improvement.



Use constructive criticism Focus on behaviours, not personal attributes.



#### **Encourage self-evaluation**

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This can lead to self-awareness and self-improvement.

#### **Avoid bias** Be objective in your observations and judgments.



**Discuss past and future** Look at how past performance can inform future goals.





Share your own observations Show that you've paid attention to their work.



**Tie feedback to business outcomes** Help them see the bigger picture.



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**Agree on actionable steps** Provide clear guidance on what needs to be done.



**Document the review** Write down the key points of the appraisal for future reference.

#### **Provide resources**



**for improvement** Guide the employee towards training or learning opportunities.



Set measurable goals Make sure goals are specific, measurable, achievable, relevant, and time-bound (SMART).



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**Establish a timeline for improvement** This ensures accountability.

> Schedule regular check-ins Don't wait for the next formal appraisal to discuss progress.



**Involve them in goal setting** This can increase motivation and commitment.





Be available for further discussion Let them know they can come to you with any questions or concerns.



Keep an eye on their work to see if improvements are being made.



**Reiterate your support** 

Let them know you are there to help them succeed.

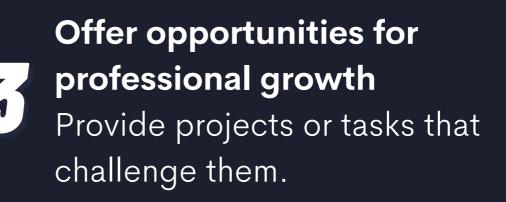


**Identify necessary skills or knowledge** Determine what they need to develop to reach their career goals.





**Discuss career aspirations** Understand where they want to go in their career.





Encourage continuous learning Recommend training programs, <u>courses, or workshops</u>.





**Create a personal development plan** Document their goals and the steps to reach them.

#### Discuss

**Solution Succession planning** If relevant, discuss their potential future roles in the company.



#### **Foster networking**

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Encourage them to connect with peers inside and outside the organisation.

#### Promote work-life balance

Acknowledge the importance of personal time for overall well-being.



Encourage innovation

Motivate them to come up with new ideas and solutions.



**Recognise their unique value** Show appreciation for their individual contributions to the team and organisation.

