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***TIPS FOR RUNNING
EFFECTIVE APPRAISALS***

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PREPARATION

1

Understand the purpose of the appraisal

It's not just a formality, it's a platform for growth and improvement.

2

Set a convenient time and place

Make sure both parties can attend without disturbances.

3

Review past performance reviews

It will provide context and reveal areas of continuous improvement or stagnation.

PREPARATION

4

Gather comprehensive input

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

5

Prepare documentation

Organise all relevant work samples, metrics, and reports.

PREPARATION

6

Identify key discussion points

Know what issues or achievements you want to highlight.

7

Set aside sufficient time

Don't rush the process.

8

Understand performance standards

Know what is expected from an employee in a particular role.

PREPARATION

9

Know your employees' tasks and responsibilities

Have a clear idea of what your employee does on a daily basis.

10

Be open-minded

Be ready to hear things you may not necessarily agree with.

COMMUNICATION

11

Create a comfortable environment

The employee should feel safe and open to discuss.



COMMUNICATION

12

Be clear about the appraisal process

Explain how it works and its purpose.

13

Provide an overview of the meeting

Let them know what to expect.

COMMUNICATION

14

Encourage dialogue

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

15

Listen actively

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

16

Avoid jargon

Use language that is clear and understandable.

COMMUNICATION

17

**Be respectful
and empathetic**

Be mindful of the
employee's feelings and
perspectives.

18

**Manage your
non-verbal cues**

Body language can
say a lot.

COMMUNICATION

19

Stay positive

Maintain a positive attitude throughout the process.

20

Speak to the employee, not at them

The appraisal should feel like a discussion, not a lecture.

FEEDBACK

21

**Start with
positive feedback**

This helps to set a
good tone for the rest
of the discussion.



FEEDBACK

22

**Use specific
examples**

Abstract feedback is
hard to interpret.



FEEDBACK

23

Be honest but tactful

Honesty is crucial, but avoid demotivating the employee.

24

Provide balanced feedback

Address both strengths and areas of improvement.

25

Use constructive criticism

Focus on behaviours, not personal attributes.

FEEDBACK

26

Encourage self-evaluation

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

27

Avoid bias

Be objective in your observations and judgments.

28

Discuss past and future

Look at how past performance can inform future goals.

FEEDBACK

29

Share your own observations

Show that you've paid attention to their work.

30

Tie feedback to business outcomes

Help them see the bigger picture.

FOLLOW-UP

31

Agree on actionable steps

Provide clear guidance on what needs to be done.

32

Document the review

Write down the key points of the appraisal for future reference.

33

Provide resources for improvement

Guide the employee towards training or learning opportunities.

FOLLOW-UP

34

Set measurable goals

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



FOLLOW-UP

35

**Establish a timeline
for improvement**

This ensures accountability.

36

Schedule regular check-ins

Don't wait for the next formal appraisal to discuss progress.

37

Involve them in goal setting

This can increase motivation and commitment.

FOLLOW-UP

38

Be available for further discussion

Let them know they can come to you with any questions or concerns.

39

Monitor progress

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

40

Reiterate your support

Let them know you are there to help them succeed.

PERSONAL DEVELOPMENT

41

**Identify necessary
skills or knowledge**

Determine what they
need to develop to
reach their career
goals.



PERSONAL DEVELOPMENT

42

Discuss career aspirations

Understand where they want to go in their career.

43

Offer opportunities for professional growth

Provide projects or tasks that challenge them.

44

Encourage continuous learning

Recommend training programs, courses, or workshops.

PERSONAL DEVELOPMENT

45

Create a personal development plan

Document their goals and the steps to reach them.

46

Discuss succession planning

If relevant, discuss their potential future roles in the company.

PERSONAL DEVELOPMENT

Foster networking

47

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

Promote work-life balance

48

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

Encourage innovation

49

Motivate them to come up with new ideas and solutions.

PERSONAL DEVELOPMENT

50

Recognise their
unique value

Show appreciation for
their individual
contributions to the
team and organisation.