

How Well Do You Appraise?

- My performance appraisals are completed when they are due.
- I have been coaching employees so appraisals are not a surprise.
- I can document my comments.
- I weigh feedback from other sources.
- I don't compare or rank employees.
- I review basic expectations and organizational standards.
- My comments are objective and based on personal observations, not hearsay.
- I review accomplishments but focus on new goals.
- When discussing areas of improvement I have realistic strategies.
- I pave the way for employee growth by providing guidance.
- My conclusions and recommendations are specific.
- I help employees to explore new challenges and opportunities.

What do employees want to know more than anything?

“How am I doing?”