Type company name here to auto-populate document

# [Company]

# “APPRAISAL AND YOU”

## The Role of the Appraisee

### Why should we bother with appraisal?

If you don’t know *what* you are supposed to be doing, and more importantly for appraisal if you don’t know *how* you are doing, you could be trying very hard and doing your best but still be getting things wrong. The purpose of the appraisal process is to assist you to know what is expected of you in your job, and to support you in carrying this out.

Of course, you might say it is not possible to improve a person’s performance by assessing results just once per year. You would be right! Your manager will also be appraising you and your colleagues, albeit informally, day by day and week by week throughout the year.

Appraisal then is a continuous process. The system we have within [Company] also provides a formal opportunity once per year for you and your supervisor / manager to meet and look together over what you have achieved during the last year and to agree objectives with you for the year ahead.

*Take some time now to list out some of the benefits you perceive from the appraisal process. Also list out some of the concerns which you may have.*

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| --- |
| **Benefits** |
|  |
| **Concerns** |
|  |

Discuss with your colleagues and supervisor / manager some of the benefits, and in particular the concerns you have.

### How can I prepare for my appraisal interview?

To get the best from your appraisal, you need to prepare for the appraisal interview. The best way to do this is to give some thought to 3 things:

1. your job
2. your performance
3. yourself

Jot down briefly some bullet points under the following headings:

### Your Job

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| What is the main purpose of you job |
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| What skills do you need to do your job well |
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| How has your job changed over the last few years |
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| How do you think you job may change in future |
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### Your performance

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| What have you done well this year?  Be specific and give examples |
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| What have you had difficulty achieving this year?  Be specific, give examples, state the cause of the difficulty |
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| What have you enjoyed and not enjoyed about your job this year? |
|  |

### Yourself

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| --- |
| What training would help you to do your present job better |
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| What extra duties would you like to take on to improve your interest and motivation or to develop yourself? |
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| Where do you see your career going - short-term, long-term? |
|  |
| What support do you feel you need from your manager or the Company to help your personal development? |
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### Getting the most from the Appraisal Interview

Some people get very anxious about appraisal interviews. This is quite understandable as we know it will be our strengths and weaknesses which will be being discussed!

All the same there should be no need for you to be anxious as most of us are doing a reasonable job. There are at least four reasons why you should be able to approach the interview with confidence.

1. The interview should be productive - it will be a joint planning session with your manager, in line with others you may have had during the year, except it will concentrate on the next twelve months rather that the next days or weeks.
2. You will understand your supervisor / manager’s role - she will try to achieve the best possible results by concentrating on how to make the most of your strengths, and by helping you to overcome your weaknesses. Look to your them for practical guidance and advice.
3. You will have done your preparation - you will have thought about “your job”, “your performance” and “yourself”.
4. You will have some purpose of your own - the appraisal interview is an opportunity for you to put your viewpoint and comment on any new tasks or additional responsibilities, new procedures, training etc. which you would like to discuss.

### Some points to remember

1. If your appraiser makes a comment or asks a question you don’t understand, ask for it to be explained.
2. If you don’t understand a question, admit it - don’t flannel!
3. Be prepared to enter into an honest and frank discussion with your appraiser
4. Your appraiser will emphasise mutual problem solving and will expect you to contribute to this discussion

### Dealing with Criticism

At times, there may be a need for you manager to criticise some aspect of your work or performance.

“…*the purpose of criticism should be to help you get better at your job..”*

Here are some points to bear in mind when facing criticism:

1. listen as coolly as you can without interruption
2. establish exactly what is being criticised (don’t put up with vague generalities)
3. try to look at the criticism objectively - can you see where the appraiser is coming from?
4. don’t attack the appraiser or suggest they are stupid, prejudiced or a bad manager (even if you believe it!). Remain calm
5. don’t offer excuses, but do try to explain your side of things
6. ask what can be done to address your fault or shortcoming. The appraiser will have thought of some ideas, and if you have some of your own, then so much the better.

### After the Interview

1. Make sure you receive a completed appraisal form so you can insert your comments.
2. Ensure you receive a final copy of the appraisal with the reviewer’s comments.
3. Make sure you understand what you have agreed to do.
4. Do it.
5. Make sure you understand what the appraiser agreed to do.
6. Remind her if the actions are not forthcoming.
7. Discuss any changes to your job as they occur, and the effect this may have on your objectives.
8. Use the appraisal reviews and the annual interview to look for ways in which to become better at your job and enjoy it more.