

Bespoke



Performance appraisals checklist

Make sure it's performance that is being measured, not personality. *Be clear on your employee's objectives, have they met these?*

Be prepared. *Get employees to consider what they want to discuss before the meeting, including thinking about their ambitions.*

Structure the meeting clearly. *The aim being to prevent the meeting running over time or veering off-piste. This will also make it clearer for both of you to consider what you want to get out of it.*

Let your employee talk. *This is their chance to tell you how they feel about their work, what they enjoy, and if they have any issues or frustrations. Stress that their views are important, and that this is a confidential environment for them to discuss anything.*

Listen. Equally as important. *Don't be tempted to dominate the conversation, this may be their only opportunity to discuss important issues with you.*

Recognise and reward achievement. *As much as an appraisal may be about goal setting and identifying issues, it's just as important to highlight staff successes and make them feel valuable.*

Follow up. *Make sure you set out clear and manageable steps from the meeting and keep track of them so that you can support and encourage your team to fulfil them.*

Give regular feedback throughout the year. *Don't save up all your feedback for the one staff appraisal meeting. Maintain a constant dialogue with your team throughout the year.*

Discuss and create objectives together. *The best way to ensure you get the most from your employees is to set the goals together.*

Create the right atmosphere.