

Appraisal Checklist



Preparation

Action	Evidence
<input type="checkbox"/> Collate relevant feedback on how your employee has performed during the performance period	Ensure that this is either held on their personnel file or on a performance management system
<input type="checkbox"/> Book in your employee's performance appraisal in advance to give both your employee and yourself time to prepare. Ensure it is private and you have adequate time	Send a calendar invite to the employee of the meeting. This will also serve as evidence that you have arranged their performance meeting
<input type="checkbox"/> Ask your employee to complete their self-appraisal and to bring this to the meeting	Ensure that a copy of this is filed on the employee's personnel file or on the performance management system
<input type="checkbox"/> Review notes you have made throughout the performance period on your employee's performance and familiarise yourself with their objectives	Any notes you have made throughout the year on your employee's performance should be held on their personnel file or on a performance management system
<input type="checkbox"/> Ensure that you have a clear understanding of your employee's job role and responsibilities	Refer to their job description which should be filed on their personnel file
<input type="checkbox"/> Fully understand the Company's overall objectives and where your employee's role fits in with this, so you can prepare next year's objectives	Bring evidence of this to the meeting so you can discuss how your employee's role contributes to the Company's overall objectives

Appraisal Meeting

Action	Evidence
<input type="checkbox"/> Ensure that you have all the relevant paperwork to hand i.e. feedback, notes, the objectives that the employee is being measured on etc. It is a good idea to prepare the appraisal form in advance so that you have a structure to the meeting	Keep in a file and when done with, ensure that a copy goes on the personnel file or on the performance management system
<input type="checkbox"/> Ensure there are no distractions so you can be totally engaged and listen well	
<input type="checkbox"/> Explain structure of meeting and explain this is a two-way conversation about their performance over the last year and looking to the year ahead	
<input type="checkbox"/> Ask the employee to start talking through how they feel they have done with their objectives	
<input type="checkbox"/> Feed in with your own observations and any relevant feedback you have and discuss whether you feel they have met their objectives or not	
<input type="checkbox"/> Ask the employee to discuss their career aspirations in the business	

Action	Evidence
<input type="checkbox"/> Discuss any development needed to help them achieve their career aspirations and where the company can support them	Capture development needs and any potential training/coaching/mentoring agreed and ensure you follow up with the employee
<input type="checkbox"/> Discuss any obstacles to their performance or under performance and if required, draw up an action plan to tackle these	Ensure any action plans are captured on the employee's personnel file or the performance management system
<input type="checkbox"/> Give positive feedback on achievements	
<input type="checkbox"/> Discuss and agree objectives for the next performance period	File a copy of this on the employee's personnel file or on the performance management system
<input type="checkbox"/> Complete an appraisal form and include any relevant development or action plans	File a copy of this on the employee's personnel file or on the performance management system
<input type="checkbox"/> Schedule in the next performance discussion with your employee and thank them for their time. End on a positive note	Send a calendar invite to the employee of the meeting. This will also serve as evidence that you have arranged the next performance discussion