



EMPLOYEE APPRAISALS



WELCOME!

Employee appraisals are often regarded as the foundation of human resource management, playing a critical role in analysing and enhancing the productivity and performance of the company's workforce.

Employee appraisals provide you with a structure for delivering feedback and recognition to employees.

Furthermore, employee appraisals are used for implementing professional growth, alongside aligning employees and company goals for growth.





THE IMPORTANCE OF APPRAISALS

Employee appraisals, also known as performance reviews, are a fundamental aspect of human resource management.

These evaluations, when conducted effectively, can offer a wide range of benefits for companies and employees.

Open Communication

Performance reviews foster open dialogue between employees and management. This two-way communication helps in addressing concerns, clarifying expectations, and building a transparent work environment.

Career Development

Appraisals often involve discussions about career aspirations and future growth within the company. This not only helps employees chart their career paths but also aids organisations in retaining top talent by providing growth opportunities.

Motivation

Recognising and rewarding high performers can significantly boost an employee's morale. When employees feel valued and appreciated, they are more likely to be engaged, motivated, and committed to their roles.



THE IMPORTANCE OF APPRAISALS CONTINUED...

Training

Appraisals provide a structured platform to assess an employee's strengths and areas of improvement. By identifying these areas, companies can offer targeted training and development opportunities, helping to improve performance and productivity.

Business Growth

A workforce that is continuously improving, aligned with business goals, and engaged is pivotal for the overall growth and success of any business. Regular appraisals ensure that the workforce remains a driving force behind business achievements.

Retention

Regular feedback and the opportunity for growth can lead to higher job satisfaction, reducing the likelihood of employee turnover. Retaining experienced employees is often more cost-effective than hiring and training new ones.

BEHAVIOURS

It's no longer enough to only evaluate the output, looking at the how is more crucial to give a better picture of the employee. More and more businesses are now catching on that behaviours drive performance so why aren't you also including these to be measured? Behaviours play a vital role in company culture, essentially the building blocks. The right behaviours lead to a positive and productive workforce.



LETS GET STARTED...

Our employee appraisal is the first step for streamlining your employee appraisal process.

The following pages cover;

- Assessment of performance against key tasks
- Technical abilities
- Personal characteristics
- Agreed objectives for the next approval.
- Overall performance rating
- Appraisees comments
- Appraisers' overall comments



EMPLOYEE APPRAISAL FORM

Name:

Start Date:

Job Title:

Date of Review:

Date of Last Review:



PERFORMANCE IN CURRENT POSITION

KEY TASKS	COMMENTS ON PERFORMANCE	RATING *

* (E) Excellent (FS) Fully Satisfactory (S) Satisfactory
(NI) Needs Improvement (U) Unsatisfactory

TECHNICAL ABILITIES

ABILITIES	COMMENTS	RATING
Knowledge of job requirements		
Level of skill attained		
Level of job knowledge attained		
Efficient use of equipment/materials		
Adherence to safe working practices		

PERSONAL CHARACTERISTICS

PERSONAL CHARACTERISTICS	COMMENTS	RATING
Attitude to work		
Attitude to colleagues		
Attitude to supervision		
Compliance with company rules		
Undertaking overtime or additional duties		
Attendance and timekeeping record		

AGREED OBJECTIVES

KEY TASKS	AGREED TARGETS OR OBJECTIVES

FINAL FEEDBACK

<p>APPRAISEE COMMENTS</p>	
<p>APPRAILERS COMMENTS & ANY TRAINING NEEDS IDENTIFIED</p>	

Signature of Appraiser:

Signature of Appraisee:

**IF YOU WOULD LIKE TO DISCUSS HOW WE
CAN HELP SUPPORT YOU WITH YOUR
RECRUITMENT NEEDS AND BEYOND
PLEASE GET IN TOUCH**

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