



Annual Performance Appraisal Guidelines

A performance appraisal is an opportunity for a manager and an employee to meet and discuss organizational goals and objectives, talk about current performance, and set performance goals for employee.

Purpose of Annual Performance Appraisal

- a. To establish a formal documented measure of employee performance.
- b. Generate information to support decisions such as promotions transfers, re-assignments, demotions, terminations, and wage adjustments.
- c. Recognition of the importance and value of employee performance.
- d. Address areas of improvement and set plans to correct performance.
- e. Establish performance plans and discuss developmental opportunities for coming year.

Writing the Performance Appraisal

1. Gather:
 - a. Job description and performance objectives.
 - b. Previous performance review.
 - c. Employee accomplishments.
 - d. Objective, job-related data that support evaluation.
 - e. Employee self-appraisal.
2. Evaluate Performance:
 - a. Document positive accomplishments and provide examples.
 - b. Include specific compliments for positive outcomes.
 - c. List specific ways for the employee to improve and indicate expectations of future performance.
 - d. Keep comments objective, factual, accurate, bias free.
 - e. List professional development opportunities and provide guidance on career growth options.
 - f. Set goals, expectations, and objectives for the next performance period. Goals need to be specific, measurable and achievable.
3. Avoid:
 - a. Rating everyone in team around the “average” or “middle” rating.
 - b. Focusing on the individual’s most recent work performance to speak for his/her overall annual performance.



Conducting the Performance Appraisal

1. Set a date and time in advance that is mutually convenient for both you and the employee.
2. Emphasize strengths, as well as areas that need improvement.
3. Discuss development/training plans with the employee.
4. Review any agreed-upon "next steps" or commitments from the most recent performance planning and review conversation.
5. Summarize the session and end on a positive note.
6. Both the supervisor and the employee should sign the review. Signing the review does not mean the employee agrees with the review; it means that the review has been shared with the employee. The employee can provide a written response, which is optional.
7. Provide the employee with a final signed copy.