

## **CHECKLIST: AFTER THE APPRAISAL INTERVIEW**

- Discussed each goal or objective established for this employee.
  
- Explored areas of agreement and disagreement.
  
- Covered positive skills, traits, accomplishments, and growth potential.
  
- Reinforced the employee's accomplishments.
  
- Discussed the employee's potential for upward improvement.
  
- Covered areas where improvement is required, expected, demanded, or desired.
  
- Gave the employee goals to correct the deficiencies within a specified time period.
  
- Made training/development recommendations.
  
- Discussed consequences for non-compliance, where applicable.
  
- Listened attentively to the employee.
  
- Communicated the main message clearly.
  
- Was completely honest with the employee.



- Rated the employee on par with other managers' ratings.
- Stuck to performance issues, not personality issues.
- Filled out forms properly and promptly.
- Conducted progress reviews as promised.
- Received positive feedback from the employee.
- Understood the employee's performance challenges better.
- Helped the employee become more productive.
- Obtained accurate performance data from records and from careful observation of the employee when performing the job.
- Employee's performance was appraised against the performance of all individuals who have performed the same job.
- Made sure that one or two employee weaknesses did not inaccurately influence the appraisal of other factors.
- Avoided rating the employee "sympathetically."
- Avoided letting evaluations of persons with the same job title fall into a rigid or routine pattern.



- Stuck to the facts and referred only to the available records.
  
- Had the employee sign the appraisal to acknowledge having read it, and gave him/her an opportunity to comment on it in writing.
  
- Overall rating was not drawn in haste or rushed by other factors.
  
- Set objectives for next performance appraisal.
  
- Set a date and time for next evaluation.
  
- Thanked the employee for his/her efforts.

