

## Appraisal Design & Delivery

### Why use Appraisals?

An appraisal (often called an annual review or performance review) is a process where one or more individuals assesses and monitors the work performance of another. A person's work performance is assessed against a standard or benchmark which usually includes a person's job description and the previous year's appraisal action plan.

Appraisals are part of the wider range of developmental tools for employees which includes regular supervision (for further information on Supervision see aim2aim's provision of 1:1 Supervision and our Introduction to Supervision Skills training). A positive appraisal will develop an individual, by measuring and monitoring the current performance and setting objectives and expectations for the forthcoming year. Tasks and responsibilities can be discussed and formalised. Staff performance appraisals also establish individual training needs and this in turn enables organisational training needs analysis and planning to take place. Performance appraisals provide a formal, recorded, regular review of an individual's performance, and a plan for future development.

Performance appraisals are important for staff motivation, the development of attitudes and behaviour, communicating and aligning individual and organisational aims and objectives, and fostering positive relationships between management and staff.

Performance appraisals can also be linked into organisational annual pay and grading reviews, and also the business plans for the forthcoming year.

Managers and appraisees often dislike appraisals and try to avoid them as they can be seen as daunting and time-consuming. The process can be seen as a difficult administrative chore and emotionally challenging.

### Appraisal design and delivery

We can design specific appraisals for you, and we can deliver these alongside you, facilitating the annual review appraisal process.

We can design specific performance appraisal forms which adhere to Employment Equality regulations 2006 and the Equality act 2010. We can also write specific performance appraisals in line with an individual's job description, and, if you don't have up to date job descriptions available we can also write these for you.

All performance appraisals are designed and conducted in a person centred 'whole person' way. This means that individuals are supported to grow in all directions, as well as in work related skills training. Increasingly, the best employers recognise that growing the 'whole person' promotes positive 'can do' attitudes, motivation, confidence and also supports an individual to develop lots of new skills that can be surprisingly relevant to working productively and effectively in any sort of organisation.

We can deliver appraisals to senior personnel where there is a lack of line management to do this (e.g. Proprietors, Registered Persons and Chief Executive Officers). This appraisal can be self-reflective or can involve consultation with others.

We can also facilitate an appraisal alongside the line manager to create a learning environment for the line manager, or where there is a need for external facilitation.

### **Benefits of a Performance Review Appraisal**

- performance monitoring and measurement
- clarifying, defining, redefining priorities and objectives
- increased motivation through feedback and noting achievements
- agreeing helpful aims and targets
- training needs and learning objectives can be identified
- identification of personal strengths - including unused hidden strengths
- career and succession planning
- clarifying team role
- appraisee and manager increased mutual awareness and understanding
- difficult issues can be discussed and resolved before they become more serious
- reinforcing organisational philosophies, values, aims, strategies, priorities
- delegation, additional responsibilities, employee growth and development