

Guide for Performance Appraisal

1. Steps to filling the self-appraisal form:

- A performance appraisal should be a summary of events that occurred over the review period.
- An ideal situation is where the performance is tracked throughout the year. If you can think of or have made a note of the significant accomplishments, contributions, critical incidents, or necessary improvements write it down in points and score yourself accordingly.
- Specific examples are helpful to support good performance and areas of performance that are in need of improvement.
- Once the self-appraisal form is filled with examples and an appropriate rating, the form needs to be mailed to the appraiser. The appraiser needs to fill the form with his/her comments and rating and schedule the appraisal meeting.
- Once the appraisal meeting is concluded, the appraiser needs to update the form and print it. The appraiser and appraisee need to sign and hand it over to HR. (Since this may not be possible now, the form can be mailed to the appraisee for feedback and then submitted to HR)
- In case where the final reviewer is available, the appraiser needs to handover/email the form to the final reviewer. Once the final reviewer has submitted his/her comments and rating, the form needs to be submitted to HR.

2. Performance Appraisal Meeting:

- Once the self-appraisal form is submitted to the appraiser, the appraiser will schedule the performance review meeting and notify in advance.
- The meeting should be conducted in a private meeting room or cubicle. (As this may not be possible currently, it is advisable to have a video conference on google meet)
- The performance appraisal meeting should be conducted in an effective manner- Keep to the main objective of the meeting, to provide constructive feedback and set performance goals. Maintain a professional, even-tempered tone. Be honest and straightforward.
- The focus should be on employee performance, not personality traits.
- Keep discussions about negative past performance to a minimum. Discuss present areas of improvement in the context of explaining how to fix them in the future.
- Set "SMART" goals - The intention of setting goals and objectives with the employee is to improve personal performance and help focus the attention of the employee on achieving the goals and objectives of the department and the company. Goals should meet the SMART criteria: Specific, Measurable, Attainable, Relevant, and Timely. The progress on meeting these goals and objectives should be reviewed with the employee periodically throughout the year.

3. Avoid common mistakes:

- Don't overemphasize recent performance.
- Don't be critical and neglect to provide constructive advice.
- Don't talk too much, LISTEN, make the meeting interactive.
- Don't discuss salary hikes- All hikes are based on the individual and company performance during the financial year and the final decision is of the management.

Wishing you luck for a good discussion 