

# DELIVERING PROFESSIONAL APPRAISALS

## Test your knowledge

Name	
Rank	
Date	

Q1: Why do we carry out appraisals?	
	_/1
Q2: New crew members must be appraised after how many days?	
	_/1
Q3: Should we complete an appraisal if a crew member is medically signed off?	
	_/1
Q4: Should we complete an appraisal if a crew member is dismissed?	
	_/1
Q5: Should we complete an appraisal if a crew member is being terminated for poor performance?	
	_/1
Q6: When should an end of contract appraisal with a re-hire status be issued to the crew member?	
	_/1

Q7: If a department supervisor signs off the vessel, they will conduct an appraisal for all employees who will be signing off within how many months?	
	_/1
Q8: What do you do if the crew member refuses to sign?	
	_/1
Q9: When do you <b>not</b> select the re-hire status?	
	_/1
Q10: Who keeps the original copy of the appraisal?	
	_/1

Total score	___/10
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