

DELIVERING PROFESSIONAL APPRAISALS

Test your knowledge

Answers

Q1: Why do we carry out appraisals?
<p>To achieve the best work performance from our employees</p> <p>Because it is our job as Silversea Leaders to unlock the potential of our employees</p> <p>To motivate</p> <p>To recognize achievements</p> <p>To set targets and future development requirements</p>
Q2: New crew members must be appraised after how many days?
30 days
Q3: Should we complete an appraisal if a crew member is medically signed off?
<p>Yes</p> <p>If it is not possible to hold the appraisal meeting, complete the document in their absence and just write 'medical debark' on the document</p>
Q4: Should we complete an appraisal if a crew member is dismissed?
<p>No</p> <p>These crew members will automatically get a no-re-hire status</p>
Q5: Should we complete an appraisal if a crew member is being terminated for poor performance?
<p>Yes</p> <p>Any crew member terminated for poor performance must receive a final appraisal evaluating their overall performance and documenting the improvements required</p> <p>They may be underperforming to Silversea Standards but may still have requisite competencies for other companies/positions so it is important give them documentation</p>

Q6: When should an end of contract appraisal with a re-hire status be issued to the crew member?
<p>3 days before sign off</p> <p>A non-re-hire can be issued on the day of sign off</p> <p>It is recommended to prepare appraisals at least 10 days in advance</p> <p>HRM requires appraisal scans 2 days before sign off in order to send to the Crew Manager before the employee leaves the vessel</p>
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?
<p>1 month</p> <p>Plus any other relevant appraisals</p> <p>And appraisals for any managers or supervisors that they have worked with for 30 days or more</p> <p>Common sense is to be used here – these appraisals form part of your handover</p>
Q8: What do you do if the crew member refuses to sign?
<p>Ask Why</p> <p>Encourage them to write comments on the document and then sign if they wish</p> <p>Write refused to sign (with a witness present – can be HOD as they will also sign)</p> <p>Continue to sign the document</p> <p>HOD to sign the document</p>
Q9: When do you not select the re-hire status?
<p>30 days</p> <p>Interim</p> <p>Line Manager Sign off (unless it will be the employee's final appraisal for that contract)</p>
Q10: Who keeps the original copy of the appraisal?
Employee (unless they refused to sign in which case they do not get a copy)