APRAISAL PROCESS

**Objectives of Appraisal**

**Use Appraisal Data for Appropriate Purposes**

**Archive Appraise Data**

**Performance Interview**

**Appraise Performance**

**Design an Appraisal programme**

Establishing Job Expectations

* Objectives of Appraisal include effecting promotions and transfers, assessing training needs, awarding pay increases and the like
* Establishing job expectations include informing the employee what is expected of him/her on the job, a discussion is held with his or her superior to review the major duties contained in the job description
* Design Appraisal Programme includes
  + Formal Vs Informal appraisal
  + Whose performance is to be assessed?
  + Who are the raters?
  + What problems are encountered?
  + How to solve the problems?
  + What should be evaluated?
  + When to evaluate?
  + What methods of appraisal are to be used?