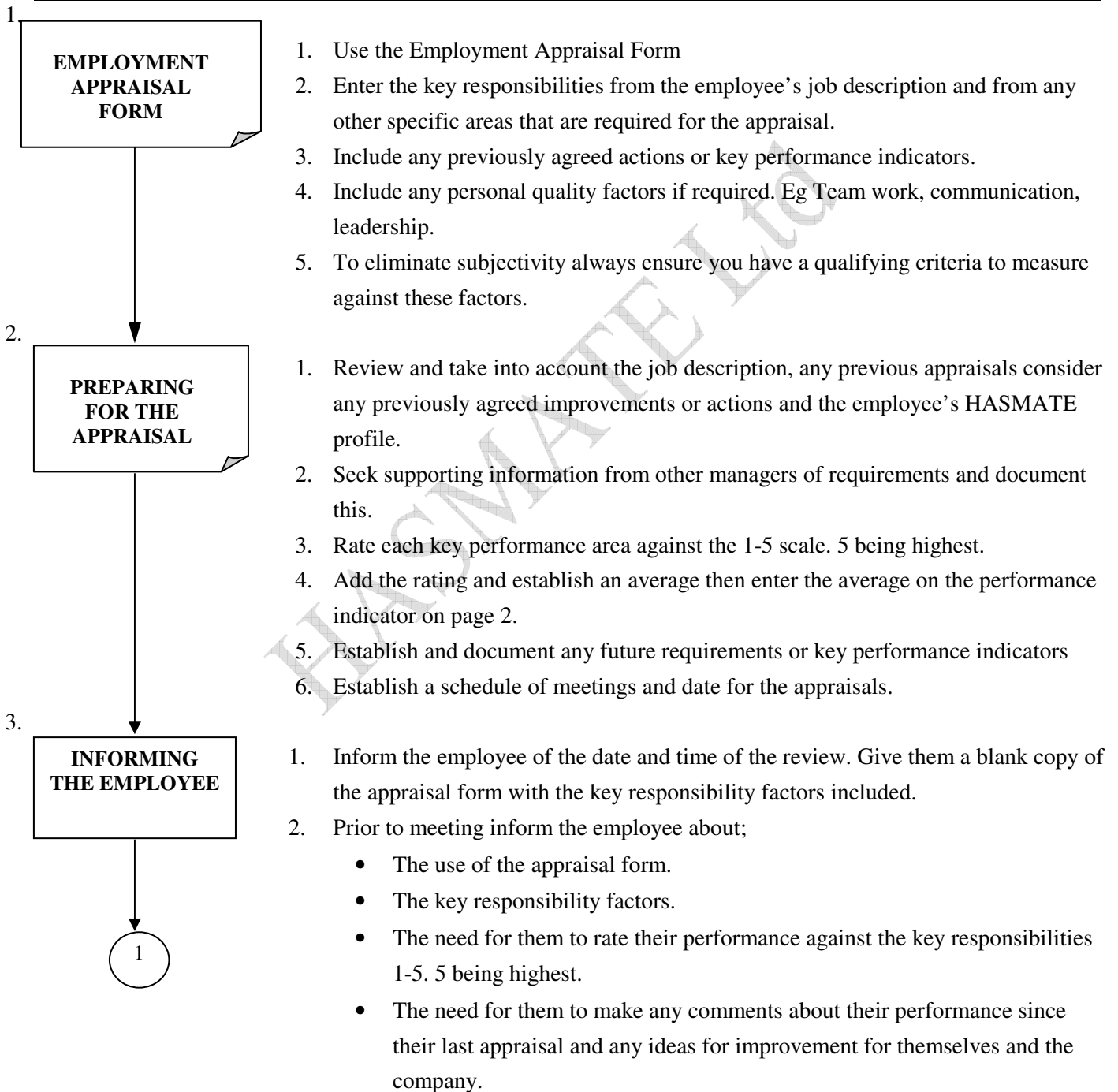


EMPLOYEE APPRAISAL		No. PRO 010B
PURPOSE & SCOPE	To objectively appraise employees work performance against their job description and any previously agreed improvements or key performance indicators.	
RISK & SAFETY FACTORS	No job description in place that sets out the responsibilities and authorities of the employee. Insufficient time allowed for preparation or for the review, this applies to both parties. Bias and subjective appraisal that focus on poor or negative performance and not the future opportunities.	
RESPONSIBILITY	Employees' manager or nominated management personnel	
FREQUENCY	Annually or as and when required	
TASK PROCESS	KEY POINTS	



1

NOTE: THIS SHOULD BE UNDERTAKEN IN A POSITIVE MANNER.

4.

**CONDUCTING
THE APPRAISAL**

1. The appraisal must be conducted in an environment that is a quiet location and free from interruptions and any cell phones **MUST** be turned off.
2. For each question or area, the Manager is to inform the employee of his or her ratings and comments.
3. The employee is to make their comments about the question or area. These are discussed and where applicable improvement actions are agreed upon and documented in the future actions section.
4. At the conclusion of the appraisal the Manager is to inform the employee of their overall performance mark and any comments or areas for improvement.

5.

**SUMMARY
POINTS**

1. At the conclusion to the APPRAISAL the manager is to summarise
 - The agreed points for action.
 - Any training requirements.
 - Any future key performance indicators.
 - Any follow up or reporting.
 - Any other responsibilities OR PROMOTION.
2. Always finish an appraisal on a positive note.
3. File the appraisal in the employees personnel file for future reference.
4. **Notify the HASMATE coordinator of the date of the appraisal in the next month's company report.**