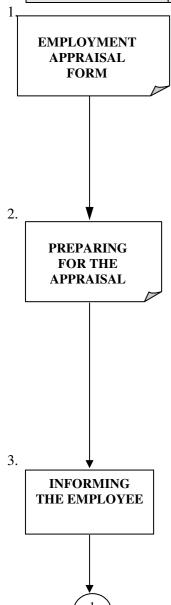
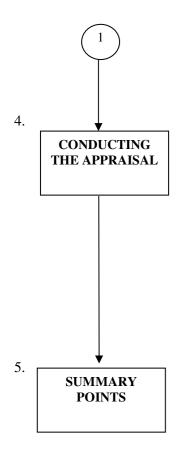
EMPLOYEE APPRAISAL		No. PRO 010B
PURPOSE & SCOPE	To objectively appraise employees work performance against their job description and any previously agreed improvements or key performance	
	indicators.	
RISK & SAFETY	No job description in place that sets out the responsibilities and authorities	
FACTORS	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 of	pportunities.
RESPONSIBILITY	Employees' manager or nominated management personnel	
FREQUENCY	Annually or as and when required	
TASK PROCESS	KEY POINTS	



- 1. Use the Employment Appraisal Form
- 2. Enter the key responsibilities from the employee's job description and from any other specific areas that are required for the appraisal.
- 3. Include any previously agreed actions or key performance indicators.
- 4. Include any personal quality factors if required. Eg Team work, communication, leadership.
- 5. To eliminate subjectivity always ensure you have a qualifying criteria to measure against these factors.
- 1. Review and take into account the job description, any previous appraisals consider any previously agreed improvements or actions and the employee's HASMATE profile.
- 2. Seek supporting information from other managers of requirements and document this
- 3. Rate each key performance area against the 1-5 scale. 5 being highest.
- 4. Add the rating and establish an average then enter the average on the performance indicator on page 2.
- 5. Establish and document any future requirements or key performance indicators
- 6. Establish a schedule of meetings and date for the appraisals.
- 1. Inform the employee of the date and time of the review. Give them a blank copy of the appraisal form with the key responsibility factors included.
- 2. Prior to meeting inform the employee about;
 - The use of the appraisal form.
 - The key responsibility factors.
 - The need for them to rate their performance against the key responsibilities 1-5. 5 being highest.
 - The need for them to make any comments about their performance since their last appraisal and any ideas for improvement for themselves and the company.

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NOTE: THIS SHOULD BE UNDERTAKEN IN A POSITIVE MANNER.

- 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.
- 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.

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