



## Getting the most out of your appraisal



**Appraise yourself often** - Make notes throughout the year about things that you have done well. Keep any memos or e-mails which have praised you for a job well done. Try to remember anything that you have done outside of your work that has helped your development. This might be voluntary work or a college course. You'll be very well prepared when it comes to appraisal time.



**Remember that two people take part in the appraisal** -You and your manager should both be clear on what you want to achieve at the appraisal. This is different from other types of meetings. You should both talk about your strengths and development needs. Thinking about these in advance helps you to be as prepared as you can be.



**Take the initiative** – Make notes about your work performance and suggest how it can be improved. It is also good to have a copy of your job description and your last appraisal. List the areas that you've found difficult and how you have solved problems – then list the areas you've done really well in.



**Consider what would help you to develop your job** - Make notes on how you would like your career to develop. Think about your goals and dreams. Then think about what you may need to help you to develop your job and learn new things.



**Be honest** -All parts of your work should be talked about, both good and bad. Be prepared to listen as well as to talk. Focusing on your development needs is as important as your strengths as it's the best way you can expect to develop in your job.



**Set the tone and be positive** - Once in the meeting, give a short account of how you think that you have done since your last appraisal. Be positive but don't exaggerate.



**Don't expect to talk about wages or promotion** – Although these are important they should be dealt with at a separate meeting. At the end of a good appraisal, you should have a set of actions to improve your work performance and a clear idea about your career path.



**If criticised, be prepared to listen** - Don't get into an argument. Talk about anything that you disagree with positively and calmly. Ask your manager to provide examples of where you have made mistakes.



**Take control** - When the appraisal is over, read it through before signing it and make sure you get a copy. Ask someone to help you with this if you need to. The appraisal shouldn't stop when the door closes. Leave the meeting with a clear set of steps to follow. It's your career – it's up to you to take control of it.



**Stay positive whatever the outcome** - Remember that appraisals are part of an ongoing process. Managers want their employees to be successful. If you feel as though you have had a bad appraisal, don't get upset. Work on the areas you need to and just think about how good you will look at your next appraisal.