

How to prepare for your appraisal in 5 simple steps



Review your Goals and Expectations

Revisit your job description and the goals or objectives set for the review period to assess how well you've met expectations

Self-Evaluate Performance

Reflect on your accomplishments, overcame any challenges, and how you responded to any feedback received during the period.



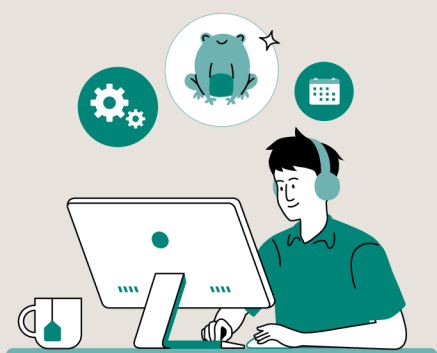
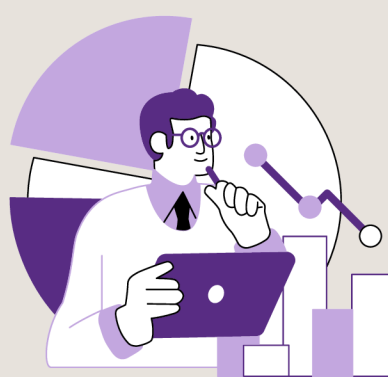
Gather Evidence

Collect data and examples that highlight your contribution and impact, consider key metrics, successful projects or feedback from others.



Plan for Development

Identify where you could improve further and consider the skills, knowledge or experience that you want to develop in future.



Set Future Goals

Think about future goals or objectives that will align with the company direction. Give some pre-thought to next steps, promotions, or compensation if relevant