

# Appraisal Guide for Employees and Appraisers

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## Section 1:

### Documents in Appraisal System:

1. Appraisal Guide (Form 01)
  2. Appraisal Rubric (Form 02)
  3. Self Appraisal Form (Form 3)
  4. Performance Appraisal Form (Form 4)
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## Section 2:

### Performance Appraisal Process

1. Appraiser will provide the following documents to the employee at least **1 week** prior to appraisal meeting.
  - a. Appraisal Guide (Form 01)
  - b. Appraisal Rubric (Form 02)
  - c. Self Appraisal Form (Form 3)
2. After documentation has been provided, appraiser will **immediately** provide a follow-up date for the appraisal meeting and document it on the Performance Appraisal Form (Form 4).
3. Employee will complete and submit a copy of the Self Appraisal Form (Form 3) **at least two days** before the follow-up appointment date.
4. Appraiser will review both the Self Appraisal Form (Form 3) and the Rubric (Form 2) to form a baseline score for the employee **prior to** the follow-up meeting date.
5. The appraiser and employee will **meet on scheduled follow-up date** to discuss and proceed with the appraisal process.
6. The appraiser will **provide a copy** of the Performance Appraisal Form (Form 4) to the employee and management for record keeping.