

Acing your Appraisal

Use this checklist to help you ace your appraisal.

It's often the most important meeting of the year, so make sure you take control and own it. Be BRAVE.

What can I do?	Tick
Prepare Thoroughly Review your achievements over the past year, noting key projects and successes. Gather data, such as metrics or feedback, to support your accomplishments.	
Set Clear Goals Define what you want to achieve in your career and how your appraisal can help you get there. Be prepared to discuss your goals with your manager and align them with the company's objectives.	
Reflect on Feedback Consider previous feedback and identify areas for improvement. Show your willingness to grow by demonstrating how you've addressed past feedback and made progress.	
Communicate Effectively Practice clear and concise communication. Be ready to articulate your achievements, goals, and areas for development. Active listening is also crucial during the appraisal discussion.	

Be Honest and Transparent Share both your strengths and areas where you seek improvement. Honesty fosters trust and shows your commitment to personal and professional development.	
Discuss Professional Development Explore opportunities for training, courses, or certifications that can enhance your skills. Express your interest in continuous learning and how it can benefit both you and the organisation.	
Plan for the Future Collaborate with your appraiser to set actionable goals for the upcoming year. Outline clear steps and timelines to achieve these goals, ensuring you have a roadmap for success.	