OBSERVATIONS ON THE STUDY OF APPRAISAL

FORMAT & PROCEDURES CONCERNING TOP LEVEL MANAGERIAL POSITIONS

Name of the organisation: .............................................

Name of the system: ..................................................

1. Periodicity:

2. Type of System:
   (Evaluation by superior, PEERS, Subordinates)

3. Method of Appraisal:
   (Whether descriptive, numerical rating of factors, combination of
   both, MBO method, etc)

4. Appraisal Manual exists or not? If it exists, check for aspects
   regarding forms, descriptions, instructions for appraisers, etc.

5. Existence of separate format and procedure for Top Level
   Managerial Appointments.


7. Incorporation of Self Appraisal.
8. Comments on the Factors of appraisal.

9. Identification of Trg & Dev needs of appraisee—how done?

10. Existence of potential Appraisal system.

11. Performance Counselling/feedback method.

12. Career Development aspects—how done?


14. Other observations/Comments.