

Career Development

Appraisal Interviews

An appraisal interview presents an opportunity for appraisees to clarify anomalies in their job descriptions, review their performance and resolve work-related problems. This module explores how to prepare for the appraisal interview, what types of questions to ask and what to consider moving forward.

In this Module

Videoscribe explainer video, with professional audio (duration: 02:44)

English Subtitles

5 Expanded learning content blocks in the module format

'Check my understanding'
5 Question knowledge check

Top Tips

1. Encourage the appraisee and agree strategies for improvement.
2. Don't judge an individual's performance, issue blame for any deficiencies or threaten negative consequences for poor performance.
3. Close the interview on a positive note, with both parties focused on moving forward and making improvements.

