

## Performance Appraisal System (PAS) audit tool

Strategic performance management can help not only to manage employee performance but also support HR to optimise its effort to impact all areas of the employee life-cycle. Follow the audit checklist below to identify gaps in your current system:

Behind the scenes	Check point
PAS policy	<input type="checkbox"/> Have a performance management policy in place with clear - Rules and regulations & Action for non-compliance <input type="checkbox"/> Objective of the Performance appraisal process is outlined
Dashboard for outcome management	<input type="checkbox"/> Dashboard format is ready <input type="checkbox"/> Areas that can be prefilled are highlighted <input type="checkbox"/> Data is prepared for analysis <input type="checkbox"/> Final data is converted into a report
Trackers	<input type="checkbox"/> PAS tracker is in place <input type="checkbox"/> PAS form training is conducted for all employees <input type="checkbox"/> PAS training for team leaders is conducted annually - How to conduct an effective appraisal meeting <input type="checkbox"/> Internal communication plan is put in place to drive PAS
Annual plan	<input type="checkbox"/> Prepare an HR annual calendar for each HR function based on the inputs received in from PAS
Appraisal format	Check point
Appraisal Format	<input type="checkbox"/> Information fields for the appraisal process are identified <input type="checkbox"/> Skill matrix is clear and well defined based on grouping of roles <input type="checkbox"/> PAS rating scale is effective <input type="checkbox"/> PAS assessment style is appropriate
Goal setting	<input type="checkbox"/> Organisation structure in alignment with vision & mission <input type="checkbox"/> Organisation goals are clearly defined <input type="checkbox"/> Department goals are clearly defined
Key Result Areas (KRA)	<input type="checkbox"/> KRA are set for each role in each department
Appraisal Meeting	<input type="checkbox"/> Pre-audit for data accuracy is conducted <input type="checkbox"/> Appraisal meetings are moderated