

Performance Appraisal Checklist For HR

This checklist is intended to help HR folks to prepare for an upcoming annual performance appraisal cycle.

Heads	Description	
Pre-appraisal	<input type="checkbox"/>	Review appraisal form for changes
	<input type="checkbox"/>	Map Manager-Employee relations
	<input type="checkbox"/>	Decide on dates for submissions
	<input type="checkbox"/>	Decide date and conduct a crash-course on objectives, roles and process with managers
	<input type="checkbox"/>	Decide date and conduct crash-course on objectives, role, role and process with employees
	<input type="checkbox"/>	Send forms within deadline
	<input type="checkbox"/>	Keep the submission tracking sheet & *outcome management sheet ready
During Appraisal	<input type="checkbox"/>	Check if HR moderation is required
	<input type="checkbox"/>	Send reminders
	<input type="checkbox"/>	Be available to answer queries
	<input type="checkbox"/>	Review submissions for discrepancies and initiate necessary action
	<input type="checkbox"/>	Update tracker realtime
Post Appraisal	<input type="checkbox"/>	Review the updated outcome management sheet
	<input type="checkbox"/>	Analyse data and prepare a topline report for management
	<input type="checkbox"/>	Identify action areas for HR - For grievance management, training & development, increments and promotions (if applicable)
	<input type="checkbox"/>	Set timelines for mid year review
	<input type="checkbox"/>	Prepare / update the annual HR activity calendar

*Outcome Management Sheet: Dashboard with information about each employee captured during the performance appraisal