

Self-Survey

Assess your Employee Performance Evaluation Practices

How would you rate your approach to evaluating the performance of your employees? Assign a score to each of the following actions. Calculate your total score at the end to better understand your performance evaluation method.

Note: If the actions listed below are already part of your performance evaluation process, your cumulative score will be 30.

3 = All the time | 2 = Most of the time | 1 = Some of the time | 0 = Rarely or never

Performance Evaluation Actions

	Please mark your scores according to how you assess your performance appraisal strategy	0	1	2	3
1	How aware are your employees regarding the parameters you use to assess their performance?				
2	How punctual are you with the performance appraisal process?				
3	How fair and unbiased would you rate your approach to performance evaluation?				
4	Do you incorporate feedback from employees whose performance you've evaluated in the past?				
5	How actionable would you rate the feedback provided by you during the performance appraisal meeting?				
6	How satisfied are your employees with the rewards and recognition that follow positive appraisal?				
7	How aligned is the performance evaluation process with the goals of the company?				
8	How regularly do you update the evaluation tools and forms that you use to gauge employees' performance?				
9	How efficient would you rate your follow-up process to understand the impact of the performance appraisal process?				
10	Do you allow your employees to evaluate their own performance?				
TOTAL					

GRAND TOTAL	
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- 26-30 Nobody assesses employees' performance better than you. Keep up the good work.
- 21- 25 You understand the intricacies of employee performance evaluation. The foundation of your employee performance evaluation process is strong, but you can always improve it further.
- 15-20 There is room for improvement in your approach to evaluating employees' performance. You're possibly doing it better than most businesses, but there are a few key areas where you can make the process more efficient and effective.
- 10-14 You are likely failing to achieve the desired results with your employee performance appraisal. Your appraisal strategy possibly leaves employees confused as to how they can improve their ratings and performance.
- 0-10 This should serve as a revelation moment and prompt you to take concrete actions to increase the overall effectiveness of your performance evaluation process.