APPRAISALS

1. What is an appraisal?

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**Methods of Appraisal**

2. Explain each method, including the advantages and disadvantages of each

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| **Method** | **Advantages** | **Disadvantages** |
| Superior’s assessment: |  |  |
| Peer assessment: |  |  |
| Self-assessment: |  |  |
| 360 degree appraisal: |  |  |

3. Use the **ACAS** resources on Godalming Online to investigate and evaluate their appraisal scheme.

a) Explain the ACAS appraisal system

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b. What are objectives and how are they set?

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c. How are individual appraisals run?

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d. What methods of appraisal do ACAS suggest using?

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e. What are the benefits / drawbacks to a business of this?

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4. Evaluate the impact of appraisals on three different stakeholders

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| Stakeholder 1 = |  |
| Stakeholder 2 = |  |
| Stakeholder 3 = |  |

5. Analyse two benefits and two drawbacks of staff appraisals

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| Benefits | Drawbacks |
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6. ‘The best person to appraise an employee is the employee’s line manager’ To what extent do you agree with this statement?

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| AO3 skills = answering key part of question  AO4 skills = give balance to your point / argument e.g. why might this not be the case. |