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PERFORMANCE APPRAISAL CHECKLIST

- Evaluating results. (Where have we been?)

- Analyzing needs. (Where are we now?)

- Setting objectives. (What should we do? How will progress be measured? What specific indicators will be used?)

- Determining accountability. (WHO will do WHAT by WHEN)

- Measuring progress. (How am I doing? How are YOU doing? How are WE doing?)

- Appraising performance. (How did I do? How did you do? How did we do?)

- Recognizing improvement. (How will you be rewarded?)

- Projecting the future. (What should we stop doing? What should be changed? What must we continue to do?)

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