

**Does your appraisal scheme deliver?
or is it wasting time and money?**

Take the evaluation test and see...

1 = No or don't know 2 = partially, needs improving 3 = Yes, excellent

Question	1	2	3
1. Does your appraisal scheme develop the skills needed for your service?			
2. Do your people feel motivated and valued by their appraisal?			
3. Do your Managers coach their staff to improve their skills and performance?			
4. Do your managers complete their appraisals to time?			
5. Does your appraisal scheme help individuals and the organisation achieve its targets?			
6. Do Managers focus appraisals on teamwork?			
7. Does your appraisal scheme integrate with your HR computer record systems?			
8. Does your appraisal scheme comply with equal opportunities legislation?			
9. Do your Managers operate the appraisal scheme consistently?			
10. Does your appraisal scheme develop your most talented people so they are ready for promotion opportunities?			
11. Are your appraisers equipped to deal with performance problems?			
12. Is your appraisal scheme making best use of on-line technology?			
13. Is your appraisal scheme straightforward to operate?			
14. Is your appraisal scheme a whole year management process rather than just an annual meeting?			

See over for scoring...

Does your appraisal scheme need fine-tuning, servicing or an overhaul?

35 - 42 points

Your appraisal scheme is working well and probably could do with some small changes. Your HR team may need specialised external support from us to review and verify scheme design, alignment, guidance and training.

28 - 34 points

Your appraisal scheme is solid but probably needs a lift. This can be led by your HR team with specialised external support from us, to make sure it provides value for money.

15 - 27 points

Your appraisal scheme is wasting time and money – it needs improving. As external specialists in this field, we have the focus and expertise to deliver a redesigned scheme that aligns with your organisations needs.

0 - 14 points

If you have an appraisal scheme, it isn't providing business benefits and needs restarting from scratch. We can design one that works and develop your internal capacity to support it.

Call us now for an in-depth diagnostic tool to measure effectiveness.

About appraisals

Appraisal schemes should deliver:

- Consistently high levels of work performance
- A motivated, focused and skilled workforce
- Talented people working productively in the right places
- Deal with performance problems
- Equal opportunity for training and promotion.

But more often than not they don't because:

- The scheme is too complicated
- Appraisers need improved skills to deliver
- There is too much focus on forms and paperwork
- HR need to review it but don't have the resources
- It doesn't integrate well with IT systems
- There are pockets of resistance or apathy.

About LTI Solutions

We can work with your in-house team to make sure your Appraisal Scheme delivers. We have 25 years experience in HR and designing appraisal schemes that work. Take a look at the case study attached to see an example of what we can do.

***Give us a call or e-mail us to make sure
you get the best from your appraisal scheme.***

Case Study: National Police Service - Improving Performance Appraisal

Business benefits delivered

- Basis for improved Policing performance
- Appraisal scheme aligned with the business
- Straightforward management tool – achieve more with less time
- Less paperwork: more employee engagement
- Improved rigour in performance assessment
- Better people and team management skills
- Aligned with National Policing Competency framework
- Senior management 'buy-in'
- Equality and diversity compliance.

This Police Force has a workforce of about 5,500 people made up of 4,500 uniformed and 1000 civilian support staff. It has a strong mission, vision and business planning process.

Background

Management acknowledged that the appraisal scheme was not core to business. It was too heavy on process and paperwork for the Policing environment. The appraisal tended to be a one-off meeting, of a 'tick-box' nature and rarely revisited in the year. Scheme compliance was 'patchy'.

With tighter budgets and greater service pressures, senior management wanted to sustain performance through improved team and performance management: to drive performance through building relationships. The appraisal scheme was aligned with this aim.

The Solution

LTI Solutions diagnosed the problem and re-designed a scheme that:

- is straightforward to operate with minimal paperwork
- is a useful tool to help managers lead and manage their teams
- integrates with the one-to-one meetings managers were already having with their team members
- aligns with the National Policing competency framework
- achieves high performance from all employees
- enables consistent and fair performance review
- uses high level people and relationship building skills
- develops core and specialised skills in Policing, Policing support, management and leadership.