

Performance Appraisal Proposal

Name:

Institution:

Course Title:

Assignment Name:

Instructor:

Date:

Performance Appraisal Proposal

1. 360-Degree

a. A Summary of the Performance Appraisal Process

The “360-degree performance appraisal” process is an assessment of the various aspects of an individual’s “performance, development, and long-term potential” where an employee is evaluated by their supervisors, subordinates, peers, and sometimes even clients (Hosain, 2016). The main aim of this performance appraisal proposal is to offer a comprehensive assessment of the strengths, areas of improvement, and overall performance of an employee related to job-specific skills and job expectations. The assessment is usually conducted to provide feedback, covering a wide range of behaviors and competencies such as communication, teamwork, and leadership, in order to rate the employees on their competencies.

The assessment and the feedback are usually kept anonymous to ensure unbiased and honest responses which are compiled into a report that highlights areas for improvement and development as well as key strengths of the employee. The results compiled in the report are later discussed with the employee often in a coaching session to create a development plan that provides a broader perspective to help the employee deliver a positive performance patterns for the future. It is important for an employee to know and understand what they are doing well, their strengths, areas of improvement, and how they positively impact their role in the organization so that they can continue building on their strengths.

b. The Cadence and Expectations of the Process

The cadence of the 360-degree performance appraisal can vary on the basis of the criteria every organization follows. It depends on the organization’s needs and goals as some conduct

this process annually and some do it bi-annually to align with the company's performance review cycle. The regular cadence ensures that when feedback is collected and aggravated, it should be timely and relevant to identify common themes and patterns in the employee's performance. After the feedback is collected, a summary report is often generated highlighting any discrepancies, areas of improvement, and strengths to allow employees to make continuous improvements.

The expectations of the process involve fostering a culture of continuous improvement through a constructive and developmental tool rather than a punitive measure within the organization. Employees are expected to approach the feedback with an open mind and a willingness to improve. Managers in this regard, play a significant role in providing employees support and guidance to help them interpret the feedback and create actionable development plans.

References

Hosain, S. (2016). 360 Degree Feedback as a Technique of Performance Appraisal: Does it Really Work? *Asian Business Review*, 6(1).