**Understanding Appraisal**

**Definition and Purpose of Appraisal**

**Definition:** Appraisal, in the context of workplace performance, refers to a systematic evaluation of an employee's performance over a specified period. It involves assessing the employee's achievements, strengths, areas for improvement, and overall contributions to the organization. The appraisal process typically culminates in a formal review meeting between the employee and their supervisor or manager.

**Purpose:** The primary purposes of appraisal include:

1. **Performance Evaluation:** To provide an objective measure of an employee’s job performance against predefined standards and expectations.
2. **Feedback and Development:** To give constructive feedback to employees, helping them understand their strengths and areas needing improvement.
3. **Goal Setting:** To establish future performance objectives and career development plans, aligning individual goals with organizational objectives.
4. **Decision Making:** To inform decisions related to promotions, salary adjustments, training needs, and employment continuation.
5. **Motivation and Engagement:** To motivate employees by recognizing their achievements and encouraging continuous professional growth and engagement.