**Activity 2 – Appraisal quiz**

1. Appraisal meetings are usually held?

Whenever the manager decides.

Once every six months or annually.

1. When appraising your staff you will check their performance against?

Performance targets.

Past performance.

Peers performance.

1. An employee can also be judged on?

Past performance.

Tasks completed in terms of customer complaints.

Competitions performance.

1. Staff appraisal benefits employees by? (Choose two)

Motivating staff and identifies training needs.

Making the job easier for staff and helping them complete it.

Enables achievable bonuses to be earned.

Gives all employees a bonus at the end of the year.

1. The main criticisms of a staff appraisal system are? (Choose two)

Can cause extreme tension in the workplace.

Can cause workers to become demotivated.

Workers can sometimes be exposed to too much pressure.

Workers usually do not respond well to appraisal.

1. A successful staff appraisal model depends on?

Acting on staff problems that are highlighted.

Changing the workforce that does not meet the requirements.

1. Appraisal systems must be based on?

The staffs perceived strengths and weaknesses.

Clear criteria and linked with aims and objectives.

1. Self-assessment is the process of?

Having and employee reflect on their own strengths and weaknesses.

Having a group of employees discuss their strengths and weaknesses.

1. The most important part of self assessment is that is sponsors?

Self-worth.

Self-reflection.

Self-change.

1. Peer assessment focuses on employees at a similar level?

Personally, commenting on your performance.

Critically evaluating each other’s performance.

A manager commenting on your performance.

1. Peer assessment sponsors learning from others?

True

False

1. What is the 360-degree appraisal system?

Involves receiving feedback from staff or other stakeholders.

Involves receiving feedback from a manager.

Involves self-assessment only.

1. The 360 degree appraisal system involves a lot of?

Working on your own and improving.

Self and peer assessment.

**Activity 2 – Appraisal quiz – Answers**

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