

Financial institutions  
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## **Nailing your appraisal**

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22 November 2018

# What is the purpose of an appraisal?

1. Review your performance
2. Identify and recognise your achievements
3. Reflect upon problems encountered
4. Set objectives
5. Understand your employers vision
6. Discuss your ambitions and goals



**“By failing  
to prepare,  
you are  
preparing  
to fail.”**

**Benjamin Franklin**

# What to cover in your appraisal form

- ✓ Summary of the work undertaken over the year
- ✓ Contribution to know how including articles, blogs, training given to others and work on precedent documents
- ✓ Training undergone – its effectiveness and relevance
- ✓ Business development
- ✓ Objectives – previous and future
- ✓ High points
- ✓ Problems encountered



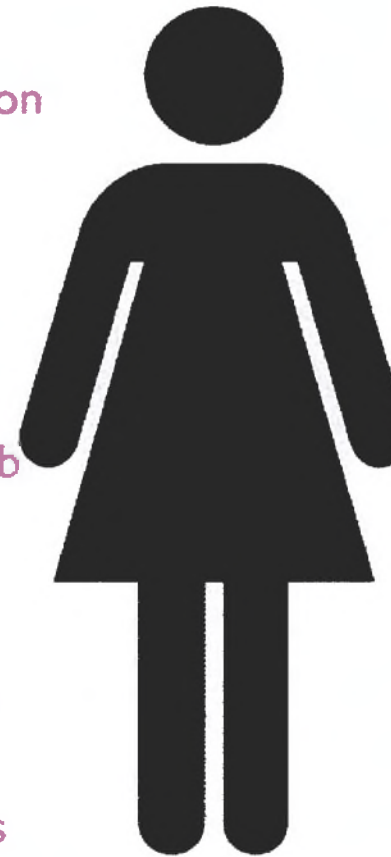


## MEN

- Promotion 1
- Wages 2
- Power 3
- Family 4
- Job Security 5
- Meaningful Job 6
- Relationships 7
- Work Condition 8

## WOMEN

- Work Condition 1
- Family Life 2
- Promotion 3
- Meaningful Job 4
- Wage 5
- Job Security 6
- Realtionships 7
- Power 8



# Setting objectives



**S**

Specific

**M**

Measurable

**A**

Achievable

**R**

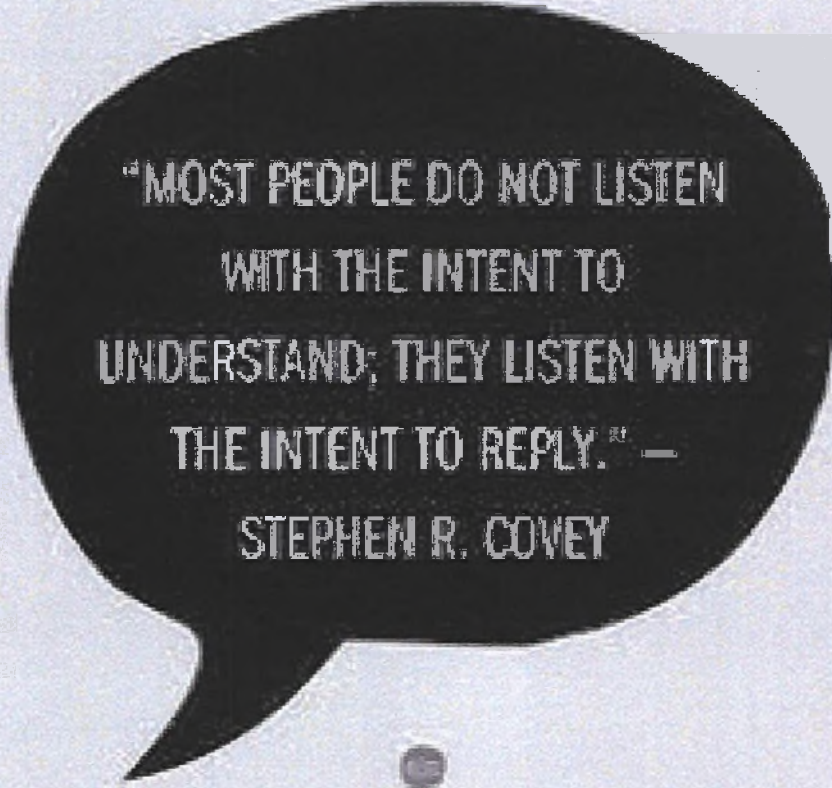
Realistic

**T**


Timed

# Think about your body language?






"MOST PEOPLE DO NOT LISTEN  
WITH THE INTENT TO  
UNDERSTAND; THEY LISTEN WITH  
THE INTENT TO REPLY." —  
STEPHEN R. COVEY







SHOULD I  
ASK FOR  
A RISE ???

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## After the meeting:

Reflect on the meeting

Follow up on unresolved matters

Ensure summaries of the meeting are accurate

Pencil in a date for your mid-year appraisal

Consider now how you are going to achieve your new objectives

Speak to your mentor

## 'Ment' to be!

Women in Criminal Law offers a mentoring scheme for their members.

*"I have only recently joined the WICL Mentoring scheme but I am already reaping the benefits.*

*The support I have received within the past month has been more than I expected. It is nice to have someone there who has been through the same recent processes of starting a legal career, who can provide you with support and advice throughout the process. Just to meet regularly and establish a friendship with other junior lawyers who can tell you what you need to hear in a friendly manner.*

*The support and guidance I have received is beyond anything I could have envisioned and has given me the confidence to keep going as it has shown me that you can make it. "*

**Get in touch:  
womenincrimlawmentoring@gmail.com**

The logo consists of a stylized upward-pointing arrowhead shape, colored in a light red or terracotta hue, positioned above the first letter of the text.

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