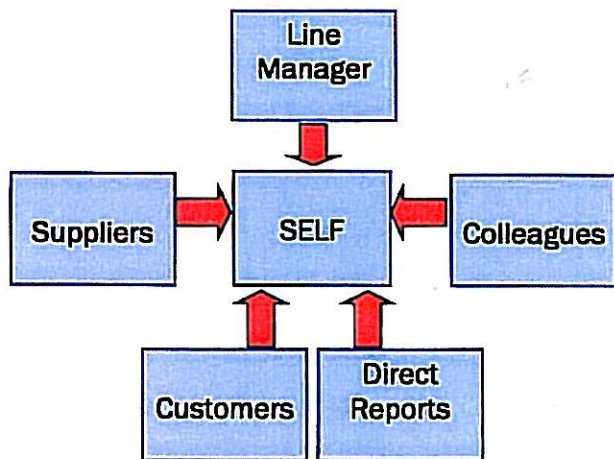


DRUMMOND AND COMPANY FACT SHEETS

ELECTRONIC APPRAISAL SCHEMES

Introduction

Electronic Appraisal Schemes (EAS) are usually based on 360° because the technology allows you to gain measures of performance from a wider group of raters than just the line manager and the appraisee.



Applications/Advantage

EAS provides the professionals with the following:

1. Confirmation that the appraisal and feedback/review has occurred when it should have.
2. The opportunity to measure a wider range of competencies quickly.
3. The opportunity to introduce new areas for measurement quickly.
4. The opportunity to identify training and development that is directly relevant to performance.

Key Issues Arising

- a) Because of the sensitivity of the data and the value to the organisation, it is important to select a system that is 'tried and tested' and robust. The best systems are internet based but driven by a bureau, where confidentiality can be assured.
- b) Users of EAS should be able to gain access to independent advice on implementation and receive reports, so a local provider who can assist with implementation is beneficial.
- c) EAS can link to existing systems for training and development. Some systems provide HR and training professionals with individual, team or group training needs. Systems should also provide you with a record of training delivered or development provided by line managers.
- d) Implementation time scale for using the system is usually 2-3 months when you factor in planning, briefing and feedback when numbers above 25 staff are involved.
- e) Costs - in costing the usage of EAS it is prudent to identify the costs of briefing, training, feedback skill training as well as the cost of the electronic appraisal report.

Next Steps

If you are considering the introduction or utilisation of EAS, Drummond and Company would be pleased to have an independent and without cost discussion about the appropriateness of this for your organisation. Please contact Hamish Moore on 0191 239 9191.