**CHECKLIST: PREPARATIONS FOR THE APPRAISAL INTERVIEW**

### PRIOR TO THE CONVERSATION

**Inviting the employee**

* Schedule the appraisal interview well in advance, and set aside enough time (1,5 hour?)
* Send the invitation early (about 14 days in advance)
* Attach the guide for the appraisal interview (template) in the invitation
* Ask the employee to read through the guide and consider whether there are other issues that should be addressed during the conversation, and if so, notify the leader

**Preparing for the conversation**

* Plan the conversation according to the guide for the appraisal interview
* The leader must be updated on the employee’s recent work
* Become familiar with the guide developed for the appraisal interview, and prepare and adjust the questions based on the unit’s, leader’s and employee’s situation and relation