

Job appraisals things in common

Job appraisals things in common discussion

Compare your answers to the questions below with your partner, then share anything you find in common with the class.

- What do you do?
- Do you enjoy your work and/ or studies? (What do you enjoy most?)
- How are your work and/ or studies going?
- Overall, have you had a good (academic/ financial/ calendar) year?/ Do you feel like you've made good progress in your work and/ or studies in the last twelve months? Have you achieved or surpassed any goals/ targets/ aims? Have you overcome any challenges?
- Have you developed your abilities to do well in your work and/ or studies?
- What would make it possible to do better in your job and/ or studies? Are there any areas that you'd like to develop?
- What are your future aims/ targets/ goals/ ambitions? What do you want to achieve in the next twelve months?
- Do you ever answer questions like those above as part of your studies or job?
- What do you think about appraisal interviews with those kinds of questions?

Share some things you found in common and see if anyone else in the class is similar.

Listen to or watch an employee taking part in the kind of job appraisal interview that you have just been talking about and make notes in this table:

The last twelve months (achievements, etc)	Future (needs, aims, desires, etc)

Compare with a partner, check with the transcript or subtitles, then ask about anything you aren't sure about.

Phrases for job appraisals collocations

Try to join the common collocations together. They are in the same order as the conversation, so you can use the context of the other sentences to help:

- | | |
|--|-------------------------------------|
| 1. Looking | a good year? |
| 2. What would be your overall | assessment? |
| 3. Do you think you've had | back over the past 12 months,... |
| 4. I'd say I've had a pretty strong | challenges. |
| 5. There have been a few challenges along | example of...? |
| 6. but I think I've overcome those | expectations. |
| 7. I've achieved all the goals that we | set last year. |
| 8. and in some cases I've exceeded | the way. |
| 9. Could you give me a specific | those targets. |
| 10. ...when you've surpassed | year. |
| | |
| 11. On one | area. |
| 12. I took the | at getting my point across clearly. |
| 13. I succeeded | feedback from delegates at... |
| 14. Yes, that was a tremendous | in getting... |
| 15. And in what ways have you developed | in the way I communicate with... |
| 16. In terms | initiative and... |
| 17. I think I've improved | occasion when we were... |
| 18. I'm better | of my day-to-day job,... |
| 19. That was commented | on in staff feedback. |
| 20. I feel I've really developed in that | professionally since...? |
| 21. In fact, I received very positive | success. |
| | |
| 22. Are there any areas that you'd like to develop | creating team spirit, but... |
| 23. I've given that some | else you'd like to discuss? |
| 24. One area I'd really like to focus | further? |
| 25. I think I have strong organisational | into. |
| 26. I'm good at | mind? |
| 27. I still find it difficult | of 7%. |
| 28. That's something we could look | on is how to best manage a team. |
| 29. Was there anything | rise. |
| 30. I think I've earned a pay | skills. |
| 31. What kind of figure did you have in | thought and... |
| 32. Well, I was thinking somewhere in the region | to give negative feedback to staff. |

Check as a class or with the suggested answers.

Suggested answers

1. Looking back over the past 12 months,...
 2. What would be your overall assessment?
 3. Do you think you've had a good year?
 4. I'd say I've had a pretty strong year.
 5. There have been a few challenges along the way
 6. but I think I've overcome those challenges
 7. I've achieved all the goals that we set last year
 8. and in some cases I've exceeded those targets.
 9. Could you give me a specific example of...?
 10. ...when you've surpassed expectations.
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11. On one occasion when we were...
 12. I took the initiative and...
 13. I succeeded in getting...
 14. Yes, that was a tremendous success.
 15. And in what ways have you developed professionally since...?
 16. In terms of my day-to-day job,...
 17. I think I've improved in the way I communicate with...
 18. I'm better at getting my point across clearly.
 19. That was commented on in staff feedback.
 20. I feel I've really developed in that area.
 21. In fact, I received very positive feedback from delegates at...
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22. Are there any areas that you'd like to develop further?
 23. I've given that some thought and...
 24. One area I'd really like to focus on is how to best manage a team.
 25. I think I have strong organisational skills.
 26. I'm good at creating team spirit, but...
 27. I still find it difficult to give negative feedback to staff.
 28. That's something we could look into.
 29. Was there anything else you'd like to discuss?
 30. I think I've earned a pay rise.
 31. What kind of figure did you have in mind?
 32. Well, I was thinking somewhere in the region of 7%.

Job appraisals phrases things in common

Maybe after changing partner, work together to complete as many sentences below as you can with information that you share with each other. Don't write anything that is only true about one person.

Useful language for comparing

"How about you?"

"Me too./ So... I./ Like you,.../ We have... in common."

"... is similar in terms of..., but..."

"Really? (Unlike you,) I..."

1. Looking back over the past _____, _____
2. My overall assessment of _____ would be _____
3. I'd say I've had a(n) _____ strong twelve months.
4. I've (partly/ mostly/ fully) overcome _____
5. I've achieved _____
6. I've exceeded/ surpassed _____
7. On one occasion I managed to _____
8. I took the initiative and _____
9. I succeeded _____
10. _____ was a(n) _____ success.
11. I've developed _____ by _____
12. In terms of my day-to-day _____, _____
13. I think I've improved _____
14. I'm now better _____
15. I think I have strong _____ skills.
16. I'm good at _____
17. I (still) find it difficult _____
18. My _____ was commented on _____
19. I received _____ feedback from _____
20. I'd really like to focus _____
21. I'd like to develop _____
22. I've given _____ some thought.
23. I could look into _____
24. I'd like to discuss _____ with _____
25. I think I've earned _____

Share some sentences with the rest of the class and see if other classmates have those things in common with both of you.

Change partners. Use similar language to that above while you roleplay job appraisal interviews.