

School of MPS

Promotions Checklist for Appraisal

In order to ensure that Appraisal has sufficient focus upon career progression, all MPS staff are recommended to complete this form in conjunction with the Appraisal Review Document.

Appraisee:

- I confirm that I have studied (and, if necessary, printed out) the relevant promotion/reward procedures documentation found on the Human Resources website.
- I confirm that during the Appraisal meeting, these aspects were discussed to my satisfaction.

Name _____ Signature _____

Appraiser:

- I confirm that the Appraisee provided documentation regarding promotion/reward procedures, and that the Appraisal Review meeting included discussion about appropriate steps to be taken for career progression.

Name _____ Signature _____

Please return this form along with other Appraisal forms.