

Appraisal Interview



Vocabulary

Biannual: happening twice a year.

Expertise: a high level of knowledge or skill.

Bias: the action of supporting or opposing a particular person or thing in an unfair way, because of allowing personal opinions to influence your judgment.

Augment: to increase the size or value of something by adding something to it.

Throw off something/someone (American English): (phrasal verb with 'throw') to cause an amount to be wrong or a person to be confused.

Don't let little things throw you off the track.

Dread: a strong feeling of fear or worry.

Go according to plan: (phrasal verb of 'plan') to happen in the way you intend.

Events of this type rarely go according to plan.

What Is Performance Appraisal?

An annual (**biannual** in some companies) evaluation of an employee's work, performance appraisals are based on the organisation's criteria as to what constitutes a good performance.

