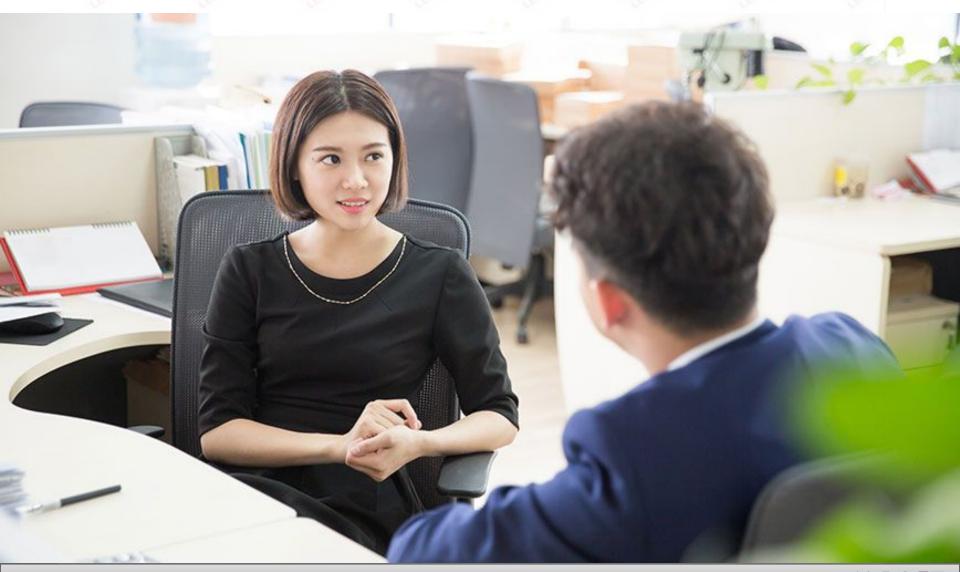
## **Appraisal Interview**



## 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.

