

ASSESSMENT # 3**Total Marks: 30**

Answer the following Questions:

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| 1. What is Appraisal? | 5 |
| 2. Outline the goals of an effective performance appraisal. | 7 |
| 3. Explain the steps involved in the appraisal process. | 6 |
| 4. What are the benefits of an appraisal programme? | 4 |
| 5. Write short notes on the following appraisal methods: | 8 |
| a) Critical incident methods | |
| b) Behaviorally anchored rating scales | |