

Course : Successful individual appraisal interviews

Practical course - 2d - 14h00 - Ref. FYZ

Price : 1590 CHF E.T.

★★★★☆ 4,8 / 5

In ESN and consulting firms, the appraisal interview is a crucial moment in the employee's work cycle, particularly for reinforcing the bond of belonging. This training course prepares managers to conduct appraisal interviews with their employees, based on a shared assessment and future objectives.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Distinguishing the individual appraisal interview from other HR interviews
- ✓ Understanding the challenges and risks of the individual appraisal interview
- ✓ Conduct the interview according to the different phases and know how to set objectives
- ✓ Make the appraisal interview a tool for individual and collective performance
- ✓ Involving employees in their self-assessment
- ✓ Knowing the regulatory aspects related to executives working a fixed day and telecommuting

Intended audience

Managers, department heads, HR project managers, HR managers and anyone who has to conduct individual appraisal interviews as part of their job.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

This highly interactive course is based on numerous exercises and role-playing exercises with individual feedback.

Teaching methods

This highly interactive course is based on numerous exercises and role-playing exercises with individual feedback.

PARTICIPANTS

Managers, department heads, HR project managers, HR managers and anyone who has to conduct individual appraisal interviews as part of their job.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

Course schedule

1 The challenges and specifics of the appraisal interview

- The stakes and limits of the appraisal interview (what it is and what it isn't).
- The regulatory framework and the specificities of day-rate managers and teleworkers.
- Integrate a dedicated space on the support system for executives on fixed-term contracts.
- Distinguish the appraisal interview from other HR interviews, in particular the professional interview.
- Present the benefits for the manager, the employee and the company.
- Consider the appraisal interview as a tool for individual and collective performance.

Exercise

Discuss and share experiences of conducting appraisal interviews, both as a manager and as an employee. List the best and worst practices.

2 Preparing for the appraisal interview

- Effective interview preparation: form and content.
- Collect internal information (mobility, skills repository, strategy, etc.).
- Prepare good communication by adapting it to each individual.
- Learn how to prepare, measure and monitor internal assessment tools at ESN.
- Examine each employee's career development prospects.
- Enable those being assessed to prepare and self-assess (self-assessment grid).

Exercise

Test your language preference and distinguish between fact, opinion and feeling. Exercise in communicating an objective or point for improvement with a colleague.

3 Key points of the appraisal interview

- The interview process through to its conclusion, the action plan and follow-up.
- Present objectives (those of the company, department, manager and employees).
- Take into account the specificities of customer provisioning.
- Focus on work/life balance and remuneration for day-rate managers.
- Set motivating objectives for employees (well formulated objectives, constructive criticism).
- Recognize and say no assertively.
- Know the skills, talents and motivations of your employees.

Exercise

Skills and motivations identification exercise.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 Conducting appraisal interviews

- Welcome to facilitate exchange.
- Use the right behaviors at each stage of the interview.
- Listening with a good quality of presence.
- Recognize and communicate successes. Give constructive criticism.
- Understand, measure and question to empower and develop autonomy.
- Draw up a progress plan.
- Formalize the assessment.
- Follow the employee and give him the means to reach his objectives.

Exercise

Practice conducting interviews at different stages using colors.

Options

Certification : 290€ HT

To go even further and have your skills recognized, take the certification offered by our partner EXCELLENS. The exam lasts 20 minutes and must be taken 15 days after the start of training. It consists of a 20-question MCQ: 10 questions based on a case study (coefficient 2) and 10 theoretical questions (coefficient 1). Your score is displayed at the end of the exam, and your certificate is sent to you by e-mail. 80% correct answers are required for certification. In the event of failure, a second attempt is possible.

Dates and locations

REMOTE CLASS

2026 : 15 June, 23 Nov.