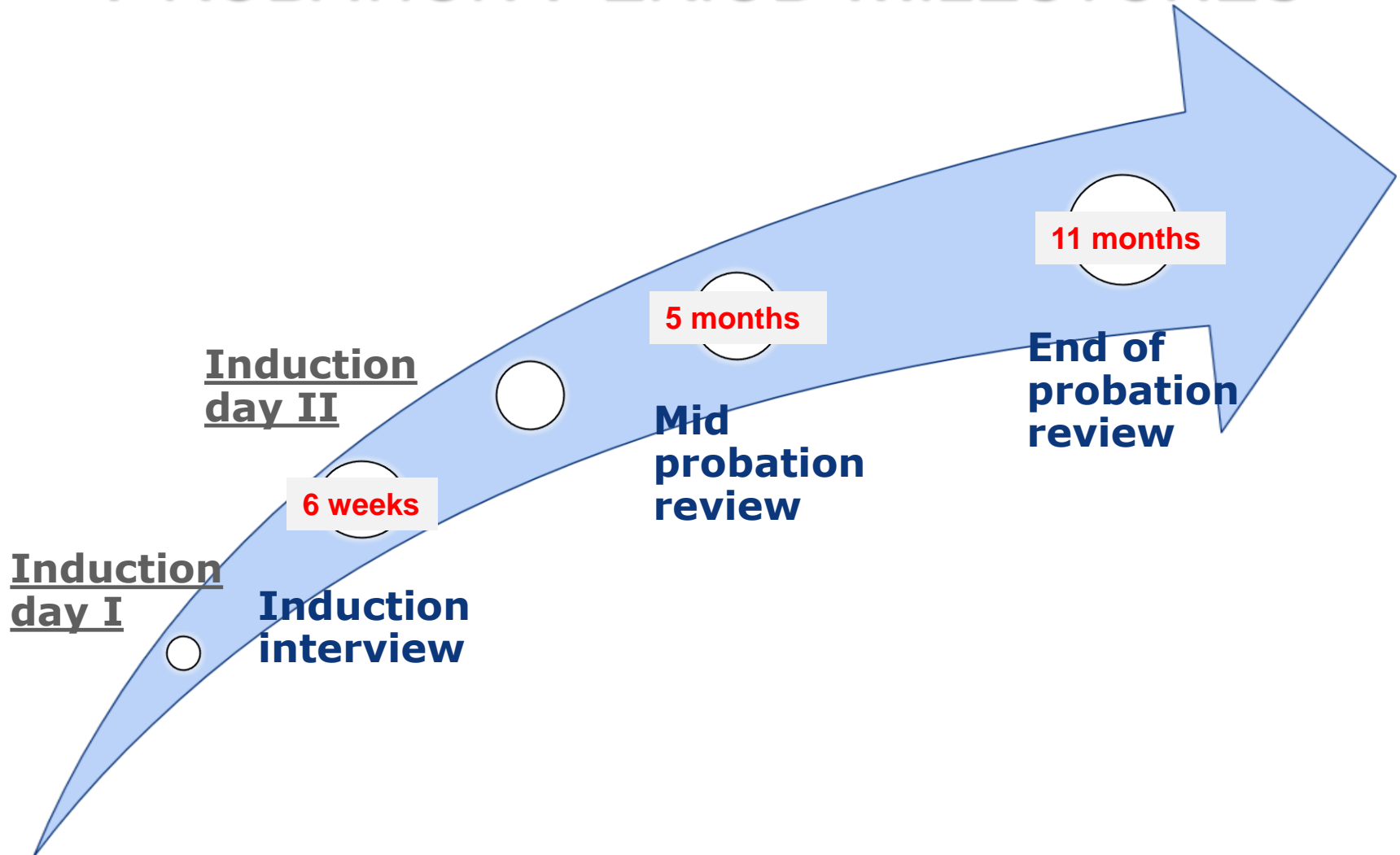


# PERFORMANCE APPRAISAL AND MANAGEMENT AT CERN

HR Induction



# PROBATION PERIOD MILESTONES



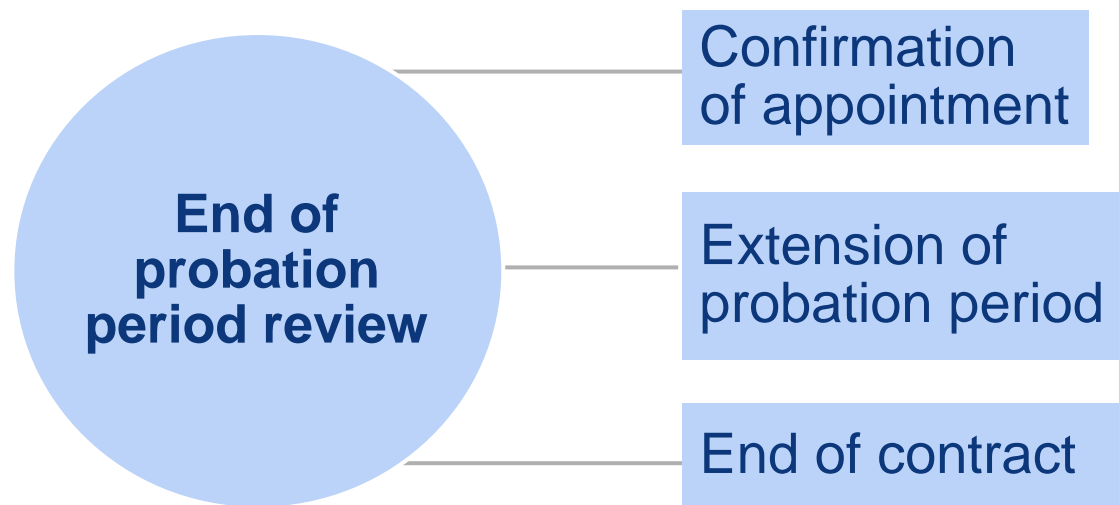
# INDUCTION INTERVIEW

- **Define work objectives for the first 12 months**
- **Discussion on development needs**
- **Chance for feedback / dialogue**
- **Mandatory for Staff; Strongly recommended for Fellows**



# MID / END PROBATION REVIEW

- Monitor and evaluate results of work objectives, progress etc.
- Chance for feedback / dialogue
- Check / finetune development needs
- Performance appraisal over 6 months / over the year (what has been achieved and how it has been achieved)



# ANNUAL PERFORMANCE REVIEW

- **Merit Appraisal:** annual appraisal of performance. Includes periodic evaluation of functions and/or expertise.

and

- **Recognition Scheme:** takes the form of career evolution and/or financial award



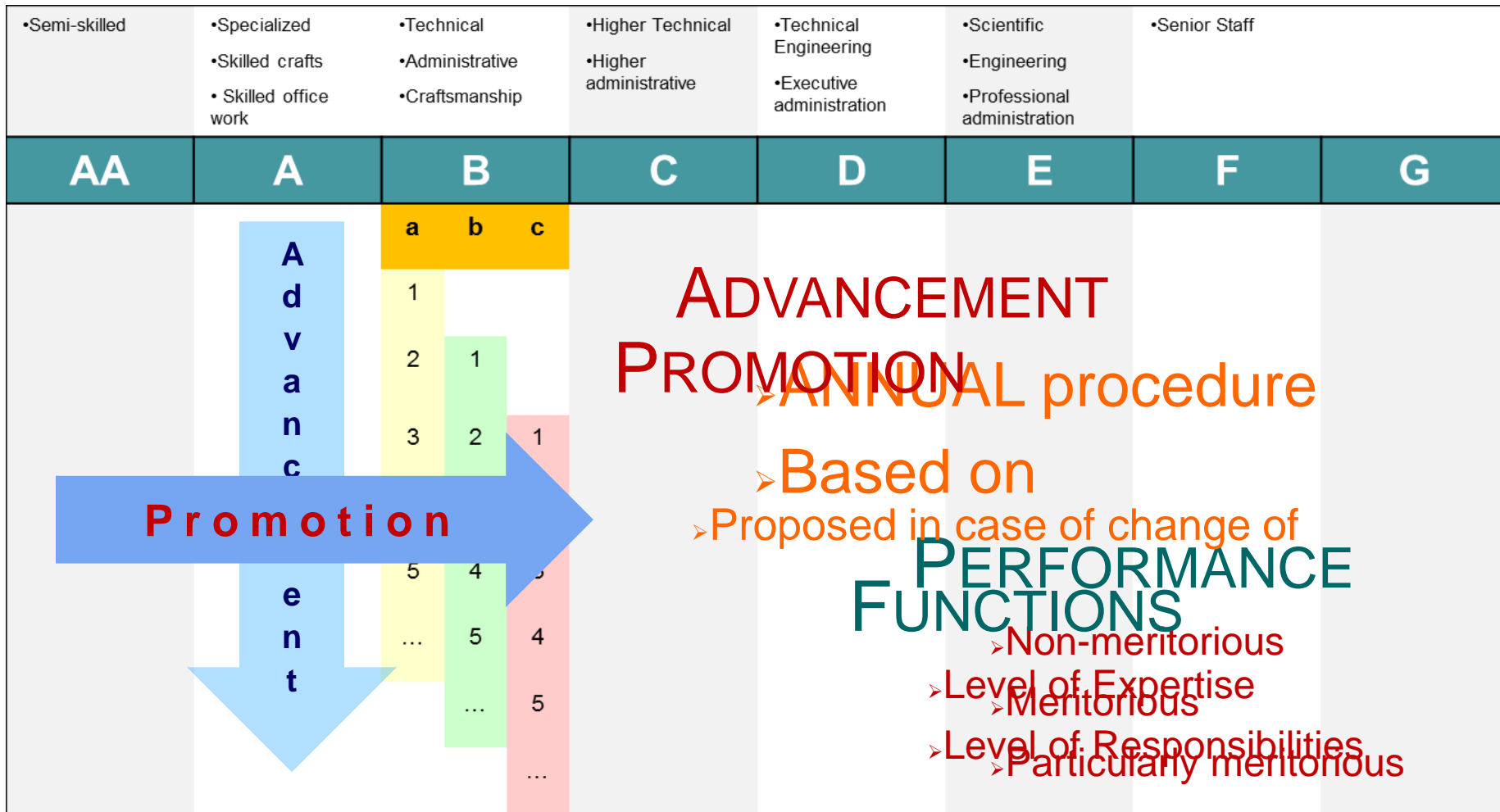
## MARS

# THE MARS EXERCISE



Jan-Mar	Annual MARS Interview	<b>PAST:</b> -review results of work objectives -discuss competencies used -feedback -exchange of views	<b>FUTURE:</b> -set work objectives -set development objectives
Feb-Apr	MARS appraisal (MARS form)	Electronic form (EDH) which represents an official record of what was discussed at the interview	
Apr-Jun	Performance qualification and advancement and promotion decisions	Department Head rates performance of staff members:	
		<b>Non-Meritorious</b>	<b>No advancement</b>
		<b>Meritorious</b>	<b>Periodic advancement</b>
		<b>Particularly Meritorious</b>	<b>Exceptional advancement or promotion</b>

# CAREER EVOLUTION



# WHERE CAN I FIND OUT MORE?

- **MARS FAQ – Admin e-guide**
- **MARS Coordinators**
- **HRAs**

