GLOBAL INITIATIVE
AGAINST TRANSNATIONAL ORGANIZED CRIME

November 2025

SUPERVISOR GUIDE

Appraisal and Development How to Guide

To be read together with Appraisal and Development How to Guide 2025

Notes

- Employees in their probation period do not need to take part in this review cycle. A Baseline Assessment will be done as part of the probation review meeting.
- The review cycle will run for a period of **30 days** as from 1-30 November.
- All appraisals must be completed by the 30 November and concluded on Bamboo.

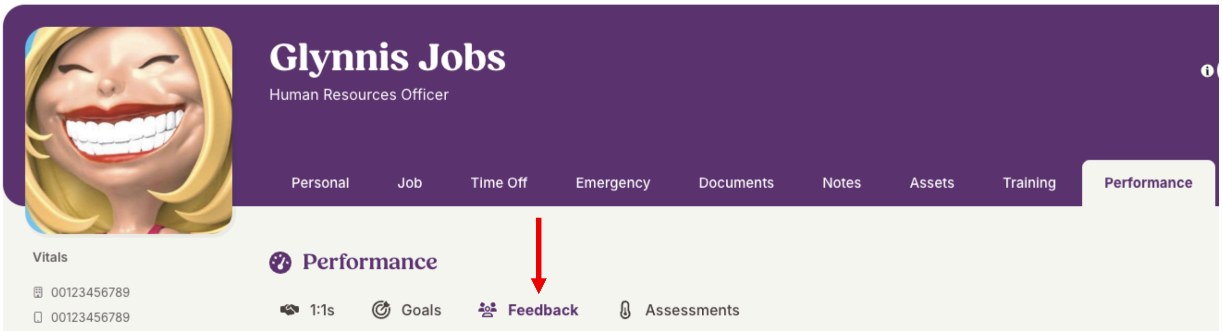
Additional information on the process for 2025

1. **Assessment**
   - As from 2025, performance review cycles will be conducted via Bamboo.
   - The employee will complete their self-assessment. You as the supervisor will also complete the self-assessment of the employee.
   - Please be sure to add comments where relevant to the performance parameters and the final step is to upload a word/pdf document with your additional feedback. This was a comments box at the bottom of last year's review. Bamboo does not have this included but does allow you to upload a document.
   - Assessments are not visible to either party until such time as both have been completed and submitted.
   - Once submitted, the assessment is locked. If any modifications are required, please contact HR.
   - Employees are also required to add SMART goals to be discussed at the review meeting. This is also done on Bamboo on a separate tab called Goals.
   - In the event of an employee having a secondary supervisor, please add additional notes from the secondary supervisor under the review assessment. Please invite them to the assessment discussion if required.
   - When both assessments are completed, an option is available to add follow-up notes. This option encourages you to discuss responses on the assessment with the employee.

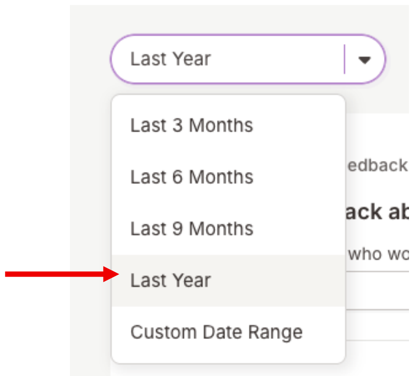
2. Peer Feedback

As part of the review process you can request feedback from peers (up to 10 people). Who you choose is entirely up to you, but we recommend colleagues who work with the employee regularly. I encourage you to think carefully about who you include, so that the feedback adds real value to the overall assessment discussion. Also, this is **not compulsory**, but a helpful tool should you require it. This feedback will not be visible to the employee.

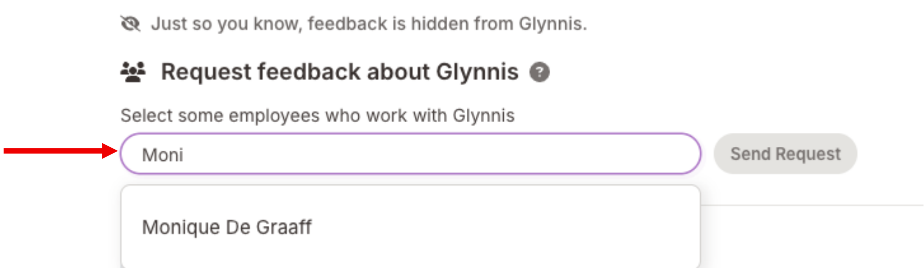
- Navigate to the Feedback section



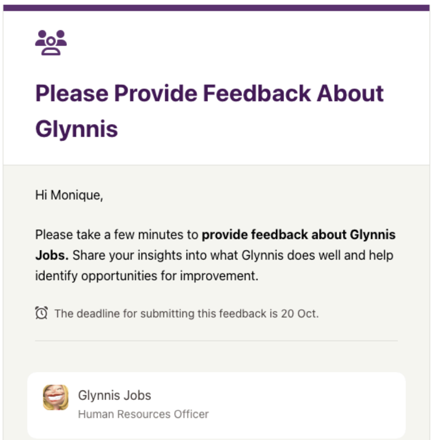
- Select '**Last Year**' from the dropdown menu

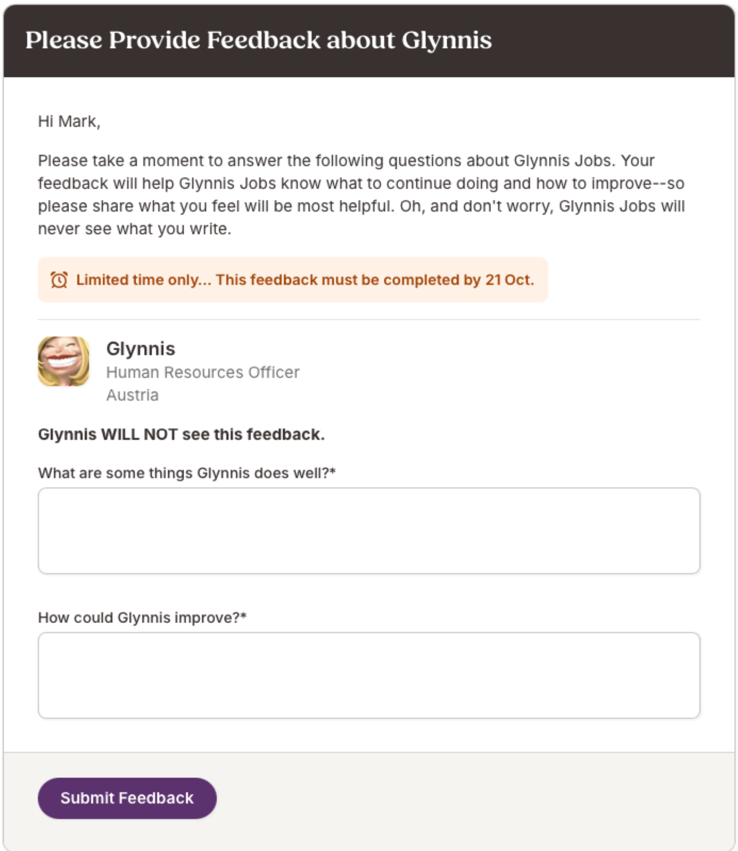


- Enter the name of the individual that you would like to request feedback from

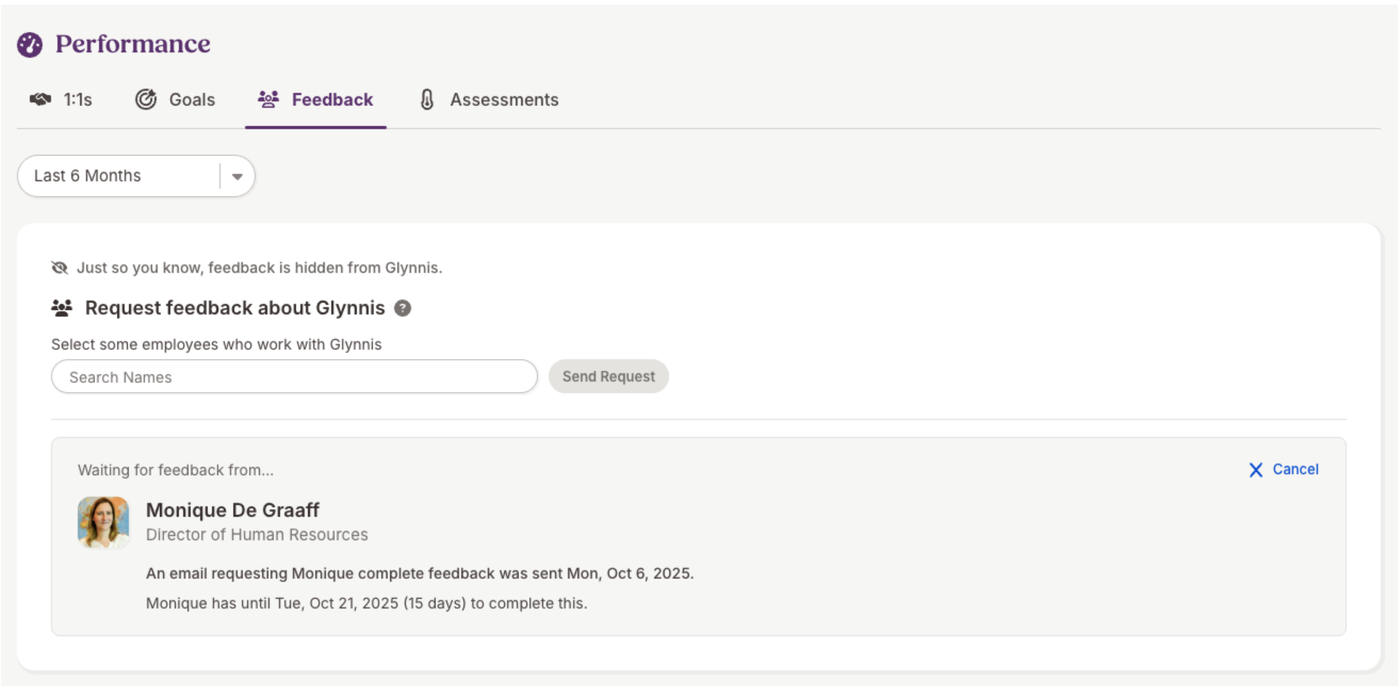


- The individual will receive an e-mail requesting them to provide feedback about the employee.





- You will be able to keep track of your requests directly from the feedback tab



3. Scheduling appraisal meetings

Schedule an appraisal discussion with the employee before the end of November. This will be done via Teams or face-to-face if you are in the same office/location.

Competency Framework Discussion

Preparation

1. **Review the Competency Framework**
   - Familiarize yourself with the Competency Framework relevant to the team member’s role.
   - Understand the key competencies and the behaviours associated with each competency.

2. **Gather Information**
   - Collect relevant information on the team member's performance, achievements, and areas that may need improvement. Review any previous performance evaluations and feedback.

3. **Identify Specific Goals**
   - Determine the objectives and goals of the meeting, considering the team member's career aspirations and that of the organization.

4. **Schedule the Meeting**
   - Contact the team member in advance to schedule the meeting, ensuring that it is a convenient time for both of you, when you can have an uninterrupted conversation.

5. **Set Expectations**
   - Tell the team member to review the competency model and assess themselves on each of the elements.
   - Tell them to be ready to provide examples to support their assessment.
   - Tell them that at the end you will reach a decision based on the discussion and your final judgment.

Conduct the meeting

1. **Welcome and set the tone**
   - Begin the meeting by setting a positive and collaborative tone for the discussion.

2. **Discuss the purpose of the meeting**
   - Explain that the purpose of the meeting is to align the team member's skills, competencies, and career aspirations with the organization's competency framework.

3. **Self-Assessment**
   - Ask the team member to share their assessment of their strengths and areas for development within the competency framework. Ask open-ended questions to promote self-awareness.

4. **Supervisor assessment**
    - Share your observations and assessment of the team member's performance within the competency framework. Provide specific examples and feedback, both positive and constructive.

5. **Gap Analysis**
    - Discuss the gaps or misalignments between the team member's self-assessment and your assessment. Focus on identifying areas where you believe improvement or further development is needed.

6. **Development Plans**
    - Collaboratively develop a plan for addressing competency gaps and enhancing strengths. Discuss training, mentorship, on-the-job experiences, or other development opportunities.

7. **Set SMART Goals**
    - Work with the team member to set Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals related to competency improvement.

8. **Support & Resources**
    - Discuss the support and resources available to help the team member achieve their goals, such as training programs, coaching, or access to learning materials.

9. **Timelines & Check-Ins**
    - Establish a timeline for reviewing progress and scheduling follow-up meetings to track development and offer ongoing feedback and support.

10. **Encourage Questions**
    - Allow the team member to ask questions and seek clarifications on any aspects of the discussion.

11. **Summarize and Document**
    - Summarize the key points of the discussion, including the competency goals, development plan, and timelines. Document the meeting outcomes and share a copy with the team member.

12. **End on a Positive Note**
    - Conclude the meeting by expressing confidence in the team member's ability to develop their competencies and contribute to the team's success.

Follow-Up

- After the meeting, regularly check in with the team member to monitor progress, provide feedback, and adjust the development plan as necessary.

- Ensure that the team member has the necessary resources and support to achieve their competency goals.
- Keep detailed records of the team member's progress to facilitate future evaluations and career development discussions.

Remember that this meeting is an opportunity to support the team member's growth and align their competencies with the organization's goals, fostering a sense of ownership and engagement in their professional development.

Did you know? *You can schedule a regular 1:1 check-in with the employee*