

# Consultancy Performance Appraisal Guidelines

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Performance Appraisal Guidelines

**Dear [Consultant's Name],**

As part of our commitment to maintaining high standards of performance and accountability, we have established the following guidelines for the performance appraisal process of consultants.

## 1. Performance Evaluation Criteria

- Quality of Work
- Timeliness of Deliverables
- Communication Skills
- Problem-Solving Ability
- Client Feedback

## 2. Appraisal Process

1. Self-Assessment: Consultants will complete a self-assessment form.
2. Manager Review: The immediate supervisor will conduct a review based on the established criteria.
3. Feedback Session: A meeting will be scheduled to discuss the evaluation results.
4. Goal Setting: Together, a plan for future objectives will be outlined.

## 3. Timeline

The appraisal process will take place annually during the month of [Insert Month]. Specific dates will be communicated in advance.

## 4. Confidentiality

All appraisals will be kept confidential and will only be shared with relevant stakeholders.

**Thank you for your continued dedication and hard work.**

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]