

Six suggestions for appraisers writing a performance appraisal in the technology sector

- 1. Be aware of unconscious bias while writing a performance appraisal.**
- 2. Use established objective criteria and write your appraisal comments against them.**
- 3. Always be constructive if giving critical feedback.**
- 4. Base the performance appraisal on skills and abilities.**
- 5. Avoid giving subjective gender-based feedback.**
- 6. Avoid attributing successes/failures to gender or other personal characteristics.**



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This guidance note has been prepared by **TEQtogether**. It is based on existing good practices, and more details on these principles can be found at <http://teqtogether.org>. Please feel free to use and share this information.