

## S1P3-1: Pilot Feedback Form – Example

### Purpose:

Collect early feedback on fairness, clarity, usefulness, and trust following participation in the pilot appraisal process. Results guide immediate improvements.

### Instructions:

Please rate your experience with the new appraisal approach. Your feedback will help shape what comes next.

| Statement  | Score (0-10) | Comment (optional) |
|--|--------------|--------------------|
| I understood what was expected of me during the appraisal process. |              |                    |
| The conversation felt relevant to my work and goals.               |              |                    |
| The feedback I received was clear and actionable.                  |              |                    |
| I felt the process was fair and unbiased.                          |              |                    |
| I trust that what we discussed will lead to meaningful follow-up.  |              |                    |
| I believe my manager prepared for the conversation.                |              |                    |
| Overall, how would you rate your experience of the new process?    |              |                    |

### Open Questions:

1. What worked well in this new approach?
2. What felt unclear, forced, or unnecessary?
3. What one change would improve the process for you?

### Usage Notes:

Use within 2-3 days post-appraisal to ensure freshness.

Analyse results alongside manager behaviour data (S1P2 tools).

Combine with S1P3-2 (Issue Tracker) to prioritise fixes.

Action-Response Principle (ARP)

Ref:S1P3-1