

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.