



ASSESSMENT DIALOGUE

Assessment dialogue or “Appraisal” is a regular part of the management of all Adults in Scouting. The appraisal provides an opportunity to assess the extent to which adults are meeting the expectations of their role or function, to determine the current level of their motivation, and to discover whether changes to their role are required.

Based on a number of predetermined goals or objectives known to the adult, the appraisal is a positive, participatory, transparent, and supportive process where the adult is able to learn from the experience and develop the required competencies identified as a result.

The process seeks to identify what the adult requires to develop and how, including competencies relative to their role, responsibility, or function and their individual development. This is then utilized to review their performance planning by providing the appropriate coaching, mentoring, training and support.

In some NSOs the appraisal is facilitated using an Adult Development Plan, or similar tool. This can be utilized at any stage in the adults’ time in Scouting, such as a three-year review, a change of appointment or role, a realignment of defined tasks, or a change in circumstance.

Another NSO might use a 360 degree appraisal for some of their roles or functions. The feedback will come from every direction, but the emphasis continues to be for the development of the adult.

This should include:

- The performance gap is objectively described.
- A description of how the unit or work group is adversely affected by a performance gap.
- A verifying dialog with the adult to understand the reasons why performance is not at the desired level.
- Based on this dialogue, continue with the development of a performance improvement plan with the adult.
- Describe the expected performance. The description of the expected performance (target) can be qualitative or quantitative, if it is quantitative, what measurement is applicable?
- Within what time frame should the desired performance be achieved?
- Identify what steps or actions can be taken to reach the desired performance goals.
- Schedule date and time to discuss progress (successes and challenges) so performance can be monitored and improved.
- Identify and select additional resources that the group or level can provide to help the adult improve performance.
- Be flexible and negotiate changes that are appropriate.



Visit also:

[Conducting Appraisal Interview](#)

[Further External Reading](#)