

## **Performance appraisal as a tool supporting HR policy in court**

### **Purpose:**

Creating an effective tool to support HR policy and motivate employees based on performance evaluations

### **Assumptions**

1. The current system of work in the courts does not sufficiently meet the requirement of control and evaluation of work
2. Supervision over the performance of activities in court is often not formalized and is not subject to control in a systematic manner
3. The employee motivation system must be based on reliable and clear criteria
4. The efficient functioning of the evaluation system along with the effectiveness test will allow for effective management of motivational tools
5. Currently, employees are evaluated in an informal way – uniform evaluation sheets will allow for the introduction of clear criteria and thus improve the situation of employees

### **Create a tool**

1. It should be preceded by the identification of a team of people responsible for creating the rules for creating the assessment matrix
2. The matrix should be consulted to prepare employees for a formalized evaluation process
3. It should be ensured that high relevant assessment criteria for the post are included in the assessment sheet
4. Therefore, differences in the evaluation sheets for other positions are possible
5. At the same time, it is necessary to maintain the highest possible objectivity and comparability of assessments
6. It is important to include all the detailed criteria in the formalised evaluation regulations
7. These regulations must contain uniform criteria for issuing a given grade

### **Description of the functioning of the practice**

1. Evaluations are made at intervals set in the regulations
2. Employees must be informed of the outcome of the appraisal process
3. Employees with positions higher than the evaluated ones are evaluating, the employee has the right to know who will evaluate him
4. The results must be presented to the employee along with information on the possibility, manner and form of lodging an appeal
5. Employees must know what the consequences of giving them a given grade are

### **Benefits**

1. Employee appraisals are an effective tool for human resources management
2. They enable the effective application of the catalogue of HR activities in court (motivation, but also employment regulation)
3. They allow for effective motivation of employees and are themselves a motivation for employees
4. They are a motivational element by emphasizing the assessment of the employee's good work

**Cost of implementation**

1. Cost of creating an output die for the tool
2. Costs of the work of the initiating team
3. Reporting cost of unit managers
4. Cost of training to prepare staff for the introduction of assessments (optional)
5. Note: The real cost of implementation can be reduced to labor costs – this investment is assumed to pay off by increasing the efficiency of employees and relieving the management

**Other necessary expenditures/activities**

1. The need for the President of the Court to issue appropriate orders
2. The need to have a person with skills in effective human resources management
3. The effect of this good practice may depend on the introduction of other tools included in this publication