



The annual appraisal interview

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Preamble

The importance of annual appraisal interviews within your company should not be underestimated. These one-on-one meetings between employer and employee are essential tools for human resources management, professional development, and **the growth of your business**. In this note, we'll explain why these conversations are valuable, what they consist of, and how they can contribute to the continuous improvement of your business.

1. What does the annual appraisal interview consist of?



The evaluation of an employee in the company is an **optional system** whose purpose is to assess his or her professional skills. Thus, the annual review allows you to take stock of the work accomplished and to take stock of the achievement of the objectives.

Annual appraisal interviews typically include the following steps:

Preparation: Employee and employer prepare for the meeting by gathering information on achievements, goals, training needs, and feedback.

Meeting: The employer and employee come together to discuss performance, goals, strengths, and areas for improvement.

Evaluation: Performance is evaluated, objectives are defined, and development plans are developed.

Follow-up: Goals are monitored regularly throughout the year until the next interview.

2. Is the interview mandatory, otherwise why set it up?



There is no **legal obligation** to organise this annual appraisal interview, unless the collective agreement provides for it. However, if it is implemented, all employees must benefit from it.

Even if this interview is not mandatory, it has its necessity and its advantages:

- **Performance Review:** Annual reviews are used to evaluate the performance of employees over the past year. This provides an opportunity to recognize outstanding achievements and identify areas in need of improvement.
- **Professional Development:** These interviews promote the development of employees' skills and careers. They help identify short- and long-term career goals, as well as the training needed to achieve them.
- **Communication and Feedback:** Annual reviews encourage open communication and a constructive exchange of feedback between employer and employee. This strengthens the relationship, resolves potential problems, and maintains a positive work climate.
- **Alignment with Company Goals:** Annual reviews help align individual goals and performance with the overall company strategy. This ensures that every employee contributes significantly to the organisation's successes.

3. Can the employee refuse to be evaluated?

The employee **cannot refuse to be evaluated** by his employer, if he has previously been informed of the **professional evaluation methods and techniques** used in the company. They must be objective and transparent (no discriminatory evaluation criteria, nor criteria likely to generate stress).

If the employee refuses to submit to an appraisal interview, the employer can initiate disciplinary proceedings or even dismiss him for serious misconduct.

4. How does the interview take place?



The interview takes place during working hours between the employee and his or her manager.

POINTS TO BE ADDRESSED INCLUDE:

- **Take stock of the past year:** Positive points (managerial success, missions and projects completed, objectives achieved), failures (unfinished missions, objectives not achieved) and problematic situations (exceptional events, relational difficulties).
- **Set the objectives for the coming year:** The manager sets the new objectives for the coming year and will propose a training ceiling if necessary to achieve them.
- **Record any changes:** Possibility of providing for professional developments (change of status and position, professional mobility) and remuneration (salary increase).

5. What is the formalism?

At the end of the interview, a **report** must be drawn up in two copies. One copy is kept by the employer and the other is given to the employee. In the event of the employee's refusal to sign, this does not affect the validity of the interview that took place and the employee may express reservations in the event of disagreement with the statements made by the employer.

Why is it important to write the report well?

- The results of an appraisal procedure may constitute objective elements capable of **justifying a difference in classification and remuneration**.
- The criterion of the employee's professional qualities used to **determine the order of dismissals in the context of an economic dismissal** may be based on the data recorded as part of an evaluation system.
- The evaluation report may constitute **evidence in the event of a dispute as to the real and serious cause** of a dismissal, in particular in the context of a dispute concerning a dismissal for professional inadequacy of the employee

6. How can we help you?



As an accounting and consulting firm, we can **support you in setting up and managing your annual appraisal interviews**. Our expertise can contribute to the planning, structuring of these meetings, the analysis of the results and the follow-up of development plans.

If you have any questions or would like to discuss how we can help you optimize your annual reviews, please do not hesitate to contact us. We are here to support your business in its development and success.

This sheet contains summarized information. Please contact us for advice tailored to your situation. We cannot be held responsible for any misinterpretation.

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