



SAFETY THROUGH KNOWLEDGE



PERFORMANCE PROFILING

The purpose of performance appraisal is to give a crew member constructive feedback on areas of performance which are good and those which require an improvement.

The performance appraisal document is an important source of information for personnel department when they are looking at candidates for promotion.

Advantages of using PPRO

- Pre-defined appraisal forms which companies can use
- Possibility for companies to import their own appraisal forms
- Response can be on a scale or free-text
- Completed appraisal forms are automatically transferred from the vessel to the office
- The appraisal form is automatically added to the evaluated person's records
- Time saving
 - All appraisals stored digitally in encrypted files
 - Exported to on-shore office at regular intervals
 - Removed from vessel when exported to office

Key functions

- A number of pre-defined appraisal forms which companies can use
- Facility to register existing appraisal forms that are already in use onboard the vessels
- Edit your own appraisal form;
 - Define appraisal criteria
 - Define ratingscale (2 – 8 alternatives)
 - Free text entries
 - Yes/No feedback alternatives

As part of Competence Management System

- Written appraisal is good management practice;
 - Provides feedback to the employee
 - Identify areas for improvements
 - Defines status of competence requirements
- Also good management practice is to conduct sign-on interview within 5-10 days after joining the vessel in order to identify training needs



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