

## Appraisal Logistics Check List

Appraisee		Appraiser
Appraisee Appraiser		
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•		
•		
•		
Required focus areas and/or goals		
•		
•		
•		
•		
Schedule	Date and details	
Pre-appraisal		
discussion		
discussion		
• Document		
exchange		
J - 1 - 1 - 1		
• In-class		
observation		
Feed back		
from others		
<ul> <li>Student</li> </ul>		
interviews if		
applicable		
<ul> <li>Appraisal</li> </ul>		
feedback		
discussion		