

Workplace Environment

Procedures & Protocols

First and Foremost
Appraisals are Serious Business and must be treated as such.

One small error or omission could lead to not only an embarrassing situation but it could be grounds for a lawsuit.

As a licensed pilot I firmly believe in a sterile workplace environment.

Once I step onto the tarmac I am in flying mode. Everything else is secondary. The plane and flying is all that is on my mind until have I once again landed and I step through the gate to the parking lot.

“The best pilots in the world are the ones you never ever hear about on the news.”

- A. Your Appraisal Lab Workspace Area needs to be as quite as possible.
- B. All outside stimulus must be toned down or if at all possible turned off and tuned out.
- C. Turn the phone ringer down or even off if at all possible
- D. No music or radio or TV noise in the background

Distractions causes not only slowdowns but they can cause severe mistakes that could have easily been avoided.

- E. No talking or conversation unless absolutely necessary and only on the item or topic of that item
- F. Treat your job with respect and respect your job, remember you are a Professional Do the very best job you can possibly do.
- G. Only when you take your job seriously will others take you seriously.

STAY FOCUSED AT ALL TIMES

- H. Take quick 10 to 20 second breaks between sets of tasks to help you stay focused

Eight (8) Simple Rules for you to follow but combined are a lot harder to comply to than you can ever imagine.

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