## **ABSTRACT**

Performance appraisal is a key factor for developing effective and efficient employee performance to obtain a structured and systematic assessment of the achievement of work results. Inappropriate performance appraisals can be a problem for the organization. This happens because there is a gap between the expected value and the actual performance value. Rating Scale is one method that can cause a halo effect. An unclear assessment description can also trigger assessment results that tend to be subjective. Therefore, it is necessary to design a better assessment method, namely designing a clearer description of the assessment in evaluating employee performance. The results of the draft description of the proposed assessment are adjusting several points with the employee's job description, removing points that are inefficient and effective. The results of the assessment using the description of the proposed assessment get a score of 775 out of 1000 which is smaller than the score using the description of the existing assessment. It can be said that the description of the existing assessment has several points that are still general in nature, so the assessor cannot provide specific assessment results on the performance of his employees.

Keywords: Description of Assessment, rating scale, performance appraisal