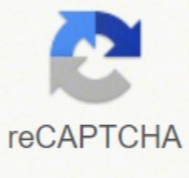




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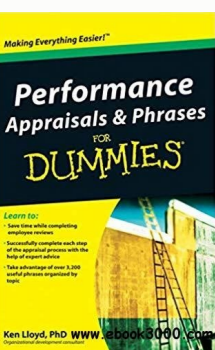
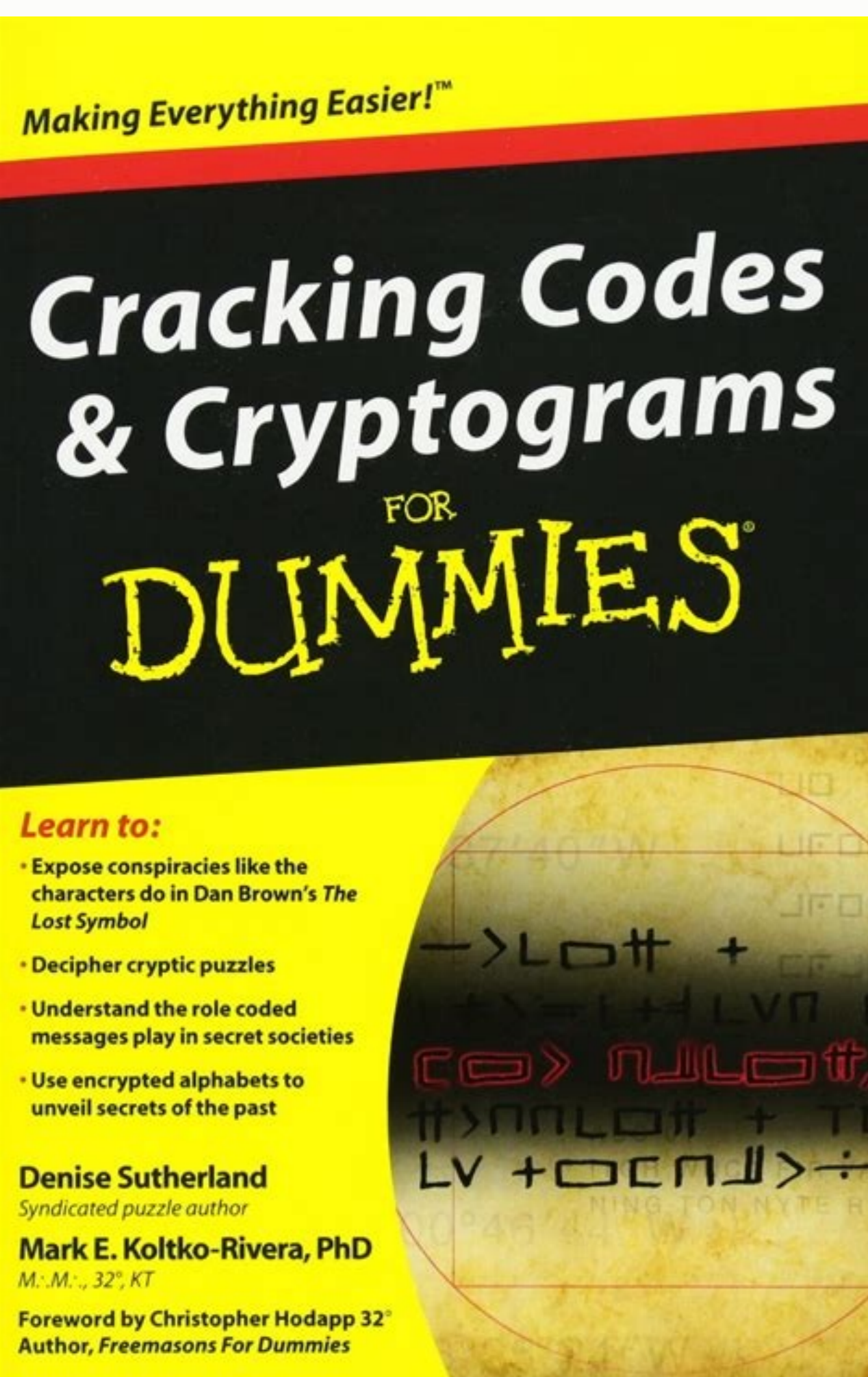
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II. Performance review tips



Employee Performance Appraisal

Employee Name _____ ID Number _____
 Job Title _____ Manager Name _____

O - Outstanding A - Above Satisfactory S - Satisfactory B - Below Average U - Unsatisfactory

Evaluation

Communication Skills	Rating _____
Knowledge of Job	Rating _____
Knowledge of Company	Rating _____
Initiative	Rating _____
Problem Solving Skills	Rating _____
Attendance	Rating _____
Teamwork	Rating _____

Overall Performance

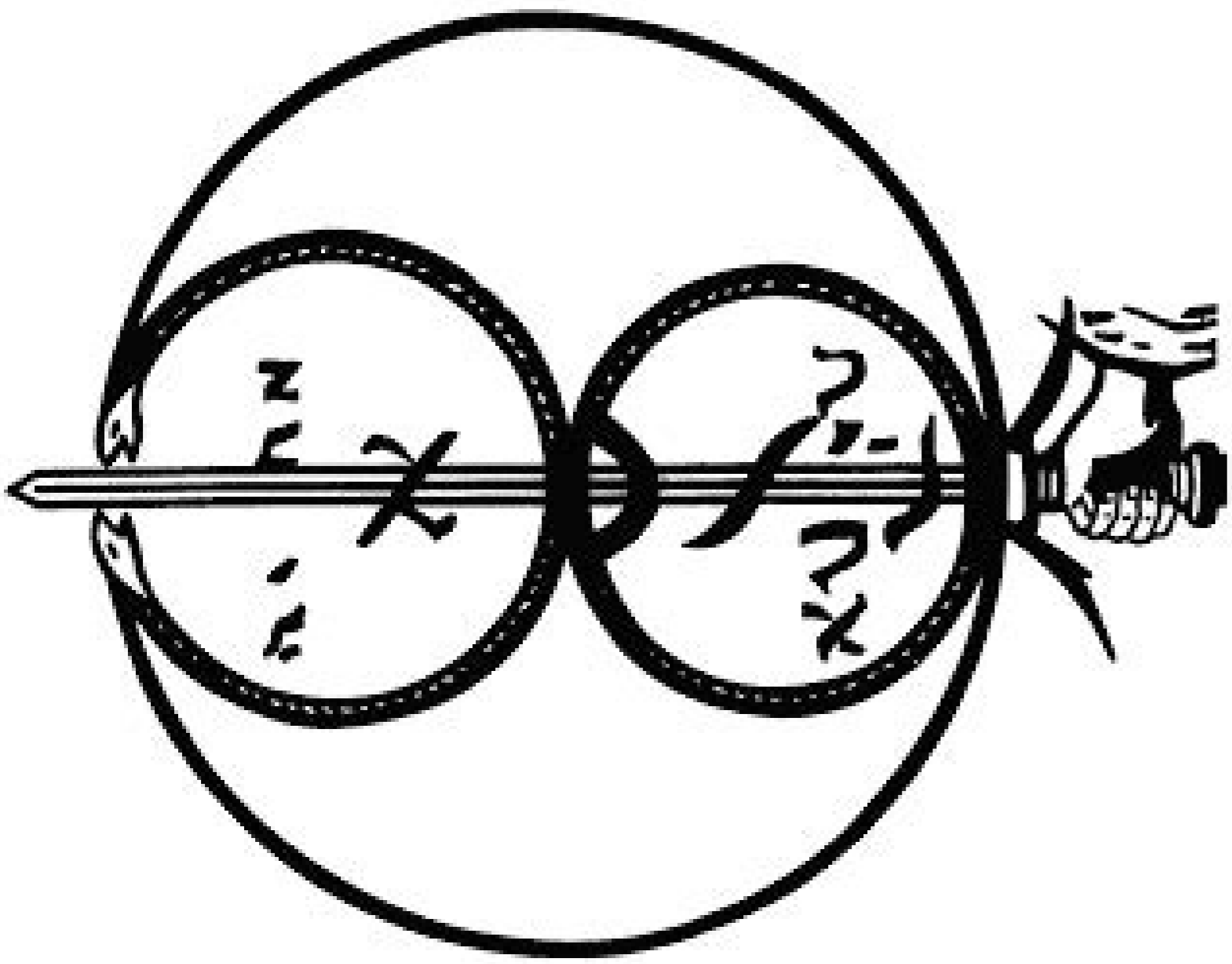
Rating: Outstanding Above Satisfactory Satisfactory Below Satisfactory Unsatisfactory

Notes: _____

By signing this form, you indicate that all information in this performance appraisal has been read through thoroughly and is understood. The employee's signature does not in any way indicate whether he/she agree or disagree with the content provided in this appraisal.

Employee _____ Date _____
 Supervisor _____ Date _____
 Manager _____ Date _____
 Human Resources _____ Date _____

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Begin the discussion with friendly greetings - this sets the tone for the rest of the session.Lay out the framework. Let employees know the topics you plan to cover, as well as the order in which you plan to cover them.Ask questions. Be a coach. Your effectiveness in the performance appraisal process, as well as your effectiveness as a manager, will be greatly enhanced if you spend time working directly with your employees, observing their performance and maintaining a high degree of contact and communication with them throughout the appraisal period. Active listening. Set the framework. Phrase and summarize what your employees are saying, to make sure you really understand them. Discuss the assessments. When conducting performance evaluation sessions as a manager or supervisor, use the following guidelines to increase the likelihood of having a positive and productive exchange with your employees. These checklists and tips help you prepare for performance appraisals, perform employee reviews, avoid common evaluation mistakes and pitfalls, and follow up with employees after the appraisal has been completed".blurb":" authors":{"Á"" authorIdÁ":10 263Á",nameÁ":Á"Ken LloydÁ"" ,slugÁ":Á"ken-lloydÁ"Á",from Á"Ken Lloyd, PhD, is a nationally recognized consultant, author and columnist specializing in organizational behavior, communication, and management training and development. Discuss general qualifications with your employees and provide specific information about the criteria you used to determine them. Fill out the evaluation forms. Focus on performance. Their effectiveness in the process of of performance, as well as its effectiveness as well as will be greatly enhanced if you spend time working directly with your employees, observing their performance, and maintaining a high degree of contact and communication with them throughout the evaluation period.Be a coach. These goals focus on the employeesÁÁAs specific performance on the job, such as his productivity, output, results, competencies, and behaviors. Open on an upbeat note. Keep your feedback focused on your employeesÁÁÁ performance, especially in terms of meeting objectives, achieving results, handling critical incidents, and developing competencies. Real goals are specific, achievable, prioritized, measurable, supported by action plans, aligned with the company, linked to your goals, and accepted by you and your employees.Wander around. Real goals are specific, achievable, prioritized, measurable, supported by action plans, aligned with the company, linked to your goals, and accepted by you and your employees. Set performance goals with each employee. Remember your role. He is a member of the American Psychological Association and the Society for Industrial and Organizational Psychology.". 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