

# EMPLOYEE PERFORMANCE APPRAISAL FORM

Annual employee performance appraisal form						
department	Name	post	auto men	final score	☆	☆☆
Project and assessment content			30	Self-evaluation		
30% of work tasks	Able to ensure quality and quantity, complete tasks ahead of time.	Able to complete tasks under pressure.	25 to 29			
			15 to 25			
			under 15			
			10			
10% of working ability	Strong comprehension ability, in terms of work improvement, often sometimes with improved work comprehension and judgment are average, occasionally there are improvement in job skills, barely	Coordinate with others and do others' work and always help others.	8 to 9			
			5 to 7			
			5 or less			
			10			
Work Coordination 10%	Willing to help others when asked	Loose spirit, unwilling to cooperate with others	8 to 9			
			5 to 7			
			5 or less			
			10			
Responsibility 10%	Complete the task sense of responsibility, and can better supervise to complete	Punitive, arrogant, irresponsible, careless	8 to 9			
			5 to 7			
			5 or less			
			10			
Work lazy 10%	Be punctual, not lazy, work hard	Occasionally sloppy, but work conscientiously	8 to 9			
			7			
			5 to 6			
			5 or less			
Work quality 10%	Works bug-free and improves for work	few errors and no suggestions for improvement	10			
			8 to 9			
			5 to 7			
			5 or less			
Discipline 10%	Worked with the guide, still got the error	Constantly abide by and maintain the company's rules and regulations and discipline	10			
			8 to 9			
			5 to 7			
			5 or less			
Cost Awareness 10%	Strong cost awareness, able to actively save and avoid waste	Cost conscious and able to save	10			
			8 to 9			
			5 to 7			
			5 or less			
☆ The first examiner's score (accounting for 70%), ☆☆ The second examiner's score (accounting for 30%)						
Remark:				total score		
				confirmation		

# Making Performance Appraisal Work

**LL Leslie**



## **Making Performance Appraisal Work:**

**Appraisal and Feedback** Clive Fletcher, 2004 Do your line managers use performance review as a powerful management tool or do they regard it as a pointless form filling exercise to be ticked off and forgotten for another six months A properly designed and managed appraisal process is the most efficient and cost effective means of identifying and managing employees performance and development needs It is also the best way you have of focusing employees on those activities that will deliver the greatest impact on your business With its combination of practical hands on experience and research Clive Fletcher s book has long been regarded as the leading work on the subject This third edition has been thoroughly revised and includes two new chapters on 360 degree appraisal and developing challenges in applying performance review Fletcher has delivered a master class in making appraisal work If you want an appraisal system that will deliver results read this book

**Making Performance Appraisal Work** Tom Philp, 1983

**How to Be Good at Performance Appraisals** Dick Grote, 2011-07-05 Do you supervise people If so this book is for you One of a manager s toughest and most important responsibilities is to evaluate an employee s performance providing honest feedback and clarifying what they ve done well and where they need to improve In How to Be Good at Performance Appraisals Dick Grote provides a concise hands on guide to succeeding at every step of the performance appraisal process no matter what performance management system your organization uses Through step by step instructions examples do and don t bullet lists sample dialogues and suggested scripts he shows you how to handle every appraisal activity from setting goals and defining job responsibilities to evaluating performance quality and discussing the performance evaluation face to face Based on decades of experience guiding managers through their biggest challenges Grote helps answer the questions he hears most often How do I set goals effectively How many goals should someone set How do I evaluate a person s behaviors Which counts more behaviors or results How do I determine the right performance appraisal rating How do I explain my rating to a skeptical employee How do I tell someone she s not meeting my expectations How do I deliver bad news Grote also explains how to tackle other thorny performance management tasks including determining compensation and terminating poor performers In accessible and useful language How to Be Good at Performance Appraisals will help you handle performance appraisals confidently and successfully no matter the size or culture of your organization It s the one book you need to excel at this daunting yet critical task

**How to Make Performance Evaluations Really Work** Glenn Shepard, 2005-08-05 The motivations and values of the newest generation entering the workforce are different from those of previous generations You may be baffled about how to motivate or connect with this new generation Learn how to modify the evaluation process based on the values of the new generation in How to Make Performance Evaluations Really Work You ll find step by step guidelines for evaluating and motivating employees learn what mistakes to avoid what the legal pitfalls to watch for and get numerous sample ready to use evaluation forms and sample phrases you can use as is or customize and make your own

Employee

Performance Evaluation Robert G. Pajer,1979      **Organizational Studies** Warwick Organizational Behaviour Staff,2001  
 Edited by a collective of ten academics at the University of Warwick this set incorporates some of the best works within organization studies      **Improving Employee Performance Through Appraisal and Coaching** Donald L. Kirkpatrick,2006 Here are the tools to build a genuinely proactive performance management program Fully updated with all new case studies from major companies the second edition will help managers and HR professionals Start a program designed to get maximum results Understand job requirements and set standards Use coaching to maximise performance Conduct more efficient and effective appraisal interviews Create performance improvement plans that really work

*Making the Performance Appraisal Work* James D. Boswell,1982      *Managing in the Information Age* Ann E. Prentice,2005-05-12 Management is the art of bringing people and resources together to achieve an objective Technology has provided many new tools to assist in managing particularly in the management of resources Prentice places management within its social economic and political context showing how management attitudes and activities are closely related to the environment in which they are practiced Overarching issues such as the importance of diversity in the workplace and the need for ethical approaches to managing are given due attention while both theory and practice are brought together by discussing the leadership motivation communication and marketing of the organization Key organization management issues include Innovation and planning Organizing work Decision making Staffing Performance evaluation Program management and evaluation Financial planning and management Planning and managing physical facilities Knowledge management Prentice provides the information needed to master the ability to manage in an ever changing environment created by technology This book will be essential reading for the aspiring professional      *Recommendations for Improved Performance Appraisal in the Federal Sector* Alma Steinberg,1986      **Appraisal, Feedback and Development** Clive Fletcher,2008 Revised edition of Appraisal and feedback 3rd ed 2004      **Compensation Management in a Knowledge-based World** Richard I. Henderson,2003 Written for undergraduate courses in compensation management and wage and salary administration this text offers a practical exploration of the systems methods and procedures involved in establishing and administering a compensation system within any organization      **The GAO Review** ,1983      **Performance Appraisal** Robert L. Cardy,Gregory H. Dobbins,1994 Part of the South Western Human Resources Management Series this text is research oriented but provides a broad view of major appraisal issues It is written for the upper level MBA or doctoral courses in performance appraisal where there is an emphasis on multiple perspectives The entire text is written on the notion of alternative perspectives      **Improving Performance Appraisal at Work** Aharon Tziner,Edna Rabenu,2018-06-29 Compiling extensive research findings with real insights from the business world this must read book on performance appraisal explores its evolution from the classic appraisal to its current form and the methodology behind its progression Looking forward Aharon Tziner and Edna Rabenu emphasize that well conducted appraisals combine a mixture of classic and

current and are here to stay      **"Code of Massachusetts regulations, 1988"** ,1988 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020      What to Do about Performance Appraisal Marion S. Kellogg,1975      **"Code of Massachusetts regulations, 1992"** ,1992 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020      **"Code of Massachusetts regulations, 2003"** ,2003 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020      **"Code of Massachusetts regulations, 2000"** ,2000 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020

Ignite the flame of optimism with is motivational masterpiece, **Making Performance Appraisal Work** . In a downloadable PDF format ( \*), this ebook is a beacon of encouragement. Download now and let the words propel you towards a brighter, more motivated tomorrow.

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