

Appraising Performance (Tier 1)

1 Day

Description

Appraising Performance provides an overview of the basics of conducting performance appraisals. It provides guidelines and best practices for evaluating and improving the work performance of employees, thereby increasing quality and productivity.

Prerequisites

- None

Objectives

- ✓ Establish performance expectations so that desired work results are achieved in accordance with the organization's values and quality standards.
- ✓ Write a performance appraisal so that it reflects an objective evaluation of the individual's work performance.
- ✓ Prepare for a performance appraisal discussion so that there are no barriers for an effective discussion.
- ✓ Conduct a performance appraisal so that mutual understanding and cooperation is achieved and a realistic development plan to improve future performance is prepared.
- ✓ Follow up on a performance appraisal so that future performance meets expectations.

Establishing Performance Expectations

Appraise Performance
Manage Performance
Establish Performance Expectations

Writing a Performance Appraisal

Avoid Common Performance Rating Errors
Gather Appraisal Information
Rate Performance
Ensure Legal Compliance

Preparing for the Appraisal Discussion

Prepare the Individual
Arrange the Logistics
Prepare Yourself

Conducting the Performance Appraisal Discussion

Discuss Your Ratings and Comments
Resolve Performance Problems
Cope with Discussion Difficulties
Plan for the Future

Following Up

Evaluate the Effectiveness of the Appraisal Discussion
Communicate Frequently
Provide Ongoing Feedback and Coaching

Works Cited

References and Works Cited Topic