

Viewpoints

Employee's Viewpoint

1. Tell me what you want me to do
2. Tell me how well I have done it
3. Help me improve my performance
4. Reward me for doing well

Organizational Viewpoint

1. to establish and uphold the principle of accountability.



Appraisal Methods

- Encourage Discussion
- Constructive Intention
- Set Performance Goals
- Appraiser Credibility

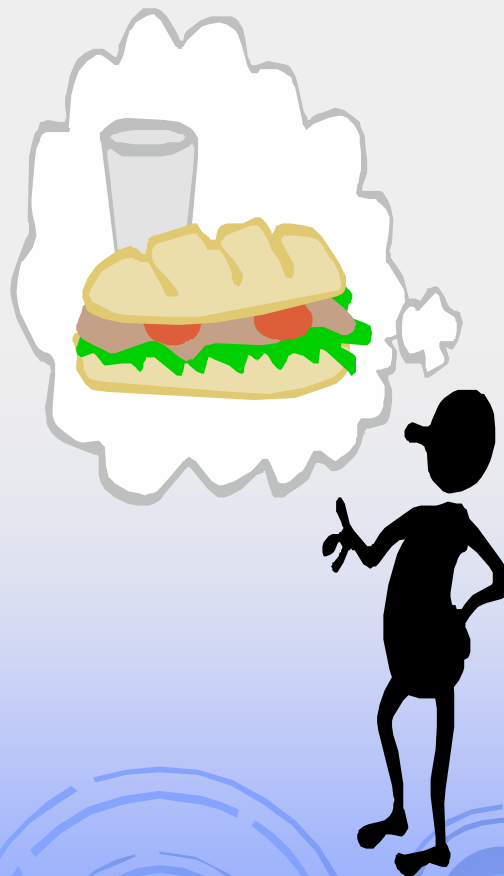


Employees Must:

- Prepare before the meeting
- Focus on on their development
- Clarify issues and concerns
- Watch out for a one-sidedness approach
- Focus on the appraisal as a tool to their future
- Avoid defensiveness

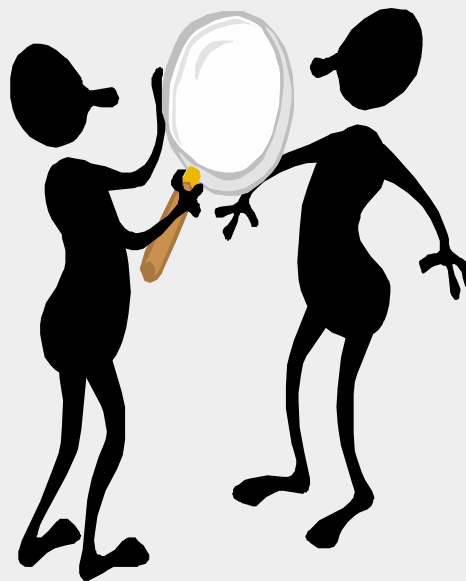


Lunch Break



Module V

Ways to Conduct Effective Performance Appraisal



What to do Before the Appraisal

- Review the previous list of objectives
- Review the employees file
- Review all commendations
- Review any disciplinary write-ups
- Solicit input from other managers who interface with this employee on his/her performance
- Plan and note what you want to address
- Have your papers organized
- Schedule the date and time



What to do Right Before the Appraisal

- Schedule a conference room if necessary
- Alert staff that you are not to be interrupted
- Ask that all calls be referred to another
- Put “Do not disturb” on your phone
- Have all your papers organized
- Make sure to confirm with the employee
- Meet with HR to know what you can offer
- Turn off mobile phones prior to meeting