

PERFORMANCE EVALUATION

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For Managers, Supervisors, Department Heads, and Owners

Perhaps no other area of supervision is as full of anxiety as Performance Appraisal. It has the potential for either positive or negative consequences in terms of morale, motivation, and cooperation. It is a “forced confrontation and judgment” which most employees and supervisors dislike. The success or failure of performance evaluation depends on the attitude and skill of the evaluator.

1. Definitions and purposes of Performance Appraisal
2. Why do we have to rate others?
3. Seven Steps to an Effective Review
4. Pitfalls to avoid
5. Common appraisal problems
6. Hidden Sources of poor performance
7. The forms and the systems that we use
8. The legalities of Performance Evaluation

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