

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

T. Venkateswara Rao,Raju Rao



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

The Complete Guide to Performance Appraisal Richard C. Grote, 1996 This guide to performance appraisal provides comprehensive up to date coverage based on 25 years of personal experience Grote makes the dreaded task of performance appraisal easier and rewarding using anecdotes and real life examples

How to Make the Most of Your Performance Appraisal 50minutes, 2017-11-23 Ready to take your career to the next level Find out everything you need to know about performance appraisals with this practical guide Performance appraisals are a fact of professional life but many employees and managers alike view them with great apprehension However with the right preparation and mindset even the most negative performance review can become a mutually beneficial learning experience Learn how to get the most out of these dreaded meetings and turn them to your advantage with this helpful guide In 50 minutes you will be able to Understand what performance appraisals entail and what their purpose is Learn about the different types of performance appraisal Discover the best ways to prepare for your meeting

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Employee Performance Evaluation Robert G. Pajer, 1979 *The Complete Idiot's Guide to Performance Appraisals* Adele Margrave, Robert Gorden, 2000-12-01 Covers the performance review from goal setting to evaluation with examples of forms and techniques provides advice for effective communication and includes legal tips

Appraisal, Feedback and Development Clive Fletcher, 2008 Revised edition of Appraisal and feedback 3rd ed 2004

Making Performance Appraisal Work Tom Philp, 1983 *A Guide for Improving Performance Appraisal* Priscilla Levinson, 1980

Performance Appraisal in Research Libraries, 1988

360 Degree Feedback and Performance Management System T. Venkateswara Rao, Raju Rao, 2002-08 This book covers 360 degree feedback performance management system linking 360 degree feedback with performance management and finally pay strategies the

primary objective of TVRLS in compiling this book is to encourage more indigenous innovations and enhance learning through mutual sharing Civil Service Reform Oversight, 1980--performance Appraisal United States. Congress. House. Committee on Post Office and Civil Service. Subcommittee on Civil Service,1980 *Managing and Measuring Employee Performance* Elizabeth Houldsworth,Dilum Jirasinghe,2006 As performance management becomes better integrated into businesses attitudes and approaches to it are evolving Through case studies and detailed practice examples from leading international organizations this text addresses the increasing demand for managers in all sectors to manage and measure staff performance Understanding Occupational & Organizational Psychology Lynne Millward,2005-05-01 Understanding Occupational and Organizational Psychology provides full coverage of the British Psychological Society s training requirements for becoming a chartered occupational psychologist and complies with European training guidelines for industrial work and organizational psychology This book will prompt and inspire further reading and research as well as ideas for dissertations problem formulation and the creative application of knowledge to various situations Working for the Common Good Paul C. Godfrey,Edward T. Grasso,2023-07-03 Service learning prepares business students to see new dimensions of relevance of their coursework It provides structures for students to establish caring relationships with others that validate their humanity Service learning is an important way for management faculty to help their departments schools and universities to better fulfill their missions and visions This volume 15th in the Service Learning in the Discipline Series provides an excellent way to get involved **Managing Performance Improvement** Michael D. Tovey,Mary-Anne L. Uren,Neroli Ena Sheldon,2015-05-20 Increasing global competition combined with shrinking budgets are forcing managers to find new ways of operating To compete successfully companies must now use technology and resources particularly human resources to their full potential Much of the research in the area of performance management has suggested that while it has great potential to contribute dramatically to the bottom line it rarely works The third edition of Managing Performance Improvement looks at why performance systems fail and explores the tools and techniques to overcome this failure This best selling text provides practical specific advice to managers and students enabling them to plan for and then manage performance improvement *Introducing Human Resource Management* Caroline Hook,Andrew K. Jenkins,2019 Introducing Human Resource Management is a lively and engaging introduction to the key topics and issues surrounding people management Clearly linking HR theory to the work environment this book explores core areas such as HR strategy and planning employee engagement diversity and equality and talent management and development The text combines solid academic underpinning with practical examples to allow you to consolidate your learning and apply it in practice *Publications Management* O. Jane Allen,Lynn Deming,2020-11-25 Publications Management Essays for Professional Communicators is a collection of essays designed for use in academic programs in technical and professional communication and for communication professionals in the workplace The contributors include publications managers in the workplace and

academics who teach in technical and professional communication programs Their multiple perspectives offer a broad introduction to some of the important issues publications Performance Appraisal And Management Tapomoy Deb,2009 Performance Appraisal and Management brings forth the essence of the subject in a holistic and integrative manner by emphasizing not only the concepts but the causes and consequences The book addresses the contemporary concepts processes programmes methodologies and legal ethical and cultural issues associated with appraising executive and employee performance The book is enriched with extensive and rich pedagogical tools relevant case studies and numerous caselets of organizational practices for facilitating easy grasp and understanding of essential constructs of performance appraisal and management It is also highly useful for HR practitioners Business Managers and Management Trainers

Business Psychology and Organizational Behaviour Eugene McKenna,2020-05-13 Business Psychology and Organizational Behaviour introduces principles and concepts in psychology and organizational behaviour with emphasis on relevance and applications Well organised and clearly written it draws on a sound theoretical and applied base and utilizes real life examples theories and research findings of relevance to the world of business and work The new edition of this best selling textbook has been revised and updated with expanded and new material including proactive personality and situational theory in personality theory of purposeful work behaviour emotional and social anxiety in communication decision biases and errors and right brain activity and creativity to name a few There are numerous helpful features such as learning outcomes chapter summaries review questions a glossary and a comprehensive bibliography Illustrations of practice and relevant theory and research also take the reader through individual group and organizational perspectives This is an essential textbook for undergraduates and postgraduates studying psychology and organizational behaviour What is more it can be profitably used on degree diploma professional and short courses It s also likely to be of interest to the reflective practitioner in work organizations Higher Education in Virtual Worlds Charles Wankel,Jan Kingsley,2009-11-23 Targeted at educators and researchers wishing to use virtual environments in their teaching practice this work provides practical advice specifically for educators in higher education It focuses on the use of Second Life a free readily accessible virtual world which is increasingly being used for both formal and informal learning

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