



EMPLOYEE NAME		DEPARTMENT	
EMPLOYEE NUMBER		POSITION	
DATE		DATE HIRED	
PERFORMANCE EVALUATOR		DATE OF LAST EVALUATION	



COMPETENCIES:

ATTENDANCE	1	2	3	4	5	REMARKS
COMES TO WORK ON TIME						
INFORMS SUPERVISOR OF ABSENCES OR TARDINESS						
ATTITUDE TOWARDS WORK	1	2	3	4	5	REMARKS
ANSWERS QUERIES PROMPTLY						
CAREFULLY FOLLOWS INSTRUCTIONS						
LISTENS CLOSELY TO INSTRUCTIONS						
OBEYS OFFICE POLICIES						
OWNS UP TO MISTAKES						
PROVIDES QUALITY OUTPUT						
SHOWED INTEREST DURING TRAINING						
TREATS COLLEAGUES WITH RESPECT						
VOLUNTEERS TO ASSIST IN VARIOUS TASKS						
WILLING TO ACCEPT FEEDBACK						
PHYSICAL APPEARANCE	1	2	3	4	5	REMARKS
ADHERES TO THE DRESS CODE						
ALWAYS LOOKS PRESENTABLE						

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SUMMARY: _____ _____ _____ _____	_____ _____ _____ _____
AREAS OF IMPROVEMENT: _____ _____ _____ _____	_____ _____ _____ _____
PLANS FOR IMPROVEMENT: _____ _____ _____ _____	_____ _____ _____ _____

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[illegible]

2

Performance Review Manual

Douglas Max, Robert Bacal



Performance Review Manual:

Performance Review Manual , *The Essential Performance Review Handbook* Sharon Armstrong, 2010-01-01 The Essential Performance Review Handbook will help you understand why performance reviews serve as an important business tool motivate personnel and increase productivity help achieve your company goals improve manager employee communication and reduce your risk of legal liability **Employee Performance Review Manual** United States Civil Service Commission, 1973 **Performance Appraisal Manual for Managers and Supervisors** William S. Hubbart, 1992

How to be Good at Performance Appraisals Richard C. Grote, 2011 If you're an executive manager or team leader one of your toughest responsibilities is managing your people's performance How do you appraise just how well a direct report has carried out her job What do you do if informal coaching fails to improve mediocre performance In *How to be Good at Performance Appraisals* Dick Grote provides a concise hands on guide to succeeding at every task required by your company's performance appraisal and management process Through step by step instructions examples sample dialogues and suggested scripts he shows you how to handle appraisal activities ranging from setting goals defining job responsibilities and coaching to providing recognition assessing performance and discussing it with employees and creating development plans Grote also explains how to tackle other performance management activities your company requires such as determining compensation developing and retaining star performers and solving people problems This book is so accessible and practical that you won't just read it once and put it away Instead you'll be sure to keep it within arm's reach referring to particular chapters each time you face a performance management task **Perfect Phrases for Performance Reviews** Douglas Max, Robert Bacal, 2002-12-02 Hands on help for quickly and persuasively writing company mandated performance appraisals Writing performance appraisals is one of the most difficult and time consuming tasks managers face *Perfect Phrases for Performance Reviews* simplifies the job providing a comprehensive collection of phrases that managers can use to describe employee performance provide directions for improvement and more For example Sets priorities well Misses important deadlines Thorough reliable and accurate All managers and HR professionals will value the book for its Hundreds of ready to use phrases organized by job skill and performance level Tips for documenting performance issues and conducting face to face reviews Easily adapted performance review templates covering five performance levels With the wide ranging assortment of descriptions available in this book managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with **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.

The Manager's Guide to Performance Reviews Robert Bacal, 2003-09-10. Offering a quick read on the basics of performance reviews, this guide features short informally written chapters, bulleted lists, self-examinations, seven types of sidebars, and chapter-ending checklists of important points.

A Guide for Improving Performance Evaluation Priscilla Levinson, 1978.

A Guide for Improving Performance Appraisal Priscilla Levinson, 1980.

The Performance Appraisal Handbook Amy DelPo, 2007. The Performance Appraisal Handbook is a must-read for every manager, whether they're writing a performance review for the first time or the hundredth. It's packed with the information and tools you need to make their company's appraisal process work better for everyone. Readers will know how to write and conduct effective appraisals, how to prevent potential lawsuits stemming from an appraisal, essential employment law basics. The 2nd edition is completely updated with latest laws and provides sample forms and policies. Also, there is now going to be a CD-ROM which will include the forms, checklists, and quizzes from the book.

The Performance Review System Tennessee. Department of Personnel. Evaluation and Compensation Division, 1973.

Performance Evaluation Report, Department of Health and Social Services, Clinical Laboratory Evaluation and Certification Program Wisconsin. Legislature. Legislative Audit Bureau, 1979.

Performance Review and Employee Appraisal Canada. Employment and Immigration Canada (Commission), 1987.

Performance Management and Appraisal G. Edward Evans, 2004. CD-ROM contains performance appraisal forms in Word and Adobe Acrobat format.

Labor Relations Reference Manual, 2000. Vols 9-17 include decisions of the War Labor Board.

Employee Performance Review System (EPRS) Manual Massachusetts. Human Resources Division, 1998.

Federal Supplement, 1984.

The Performance Review System Tennessee. Department of Personnel. Research Division, 1975.

Performance Appraisal Best Practices Steven M Bragg, 2025-05-22. Managers need to provide fair and accurate performance appraisals to their employees, but the result is sometimes muddled and stressful. The Performance Appraisal Best Practices manual provides guidance by describing every step in the appraisal process, including preparatory work by the manager and employee, the performance discussion, and how to handle the more difficult topics. The manual also addresses the performance appraisal review form and the development plan, as well as the different types of performance review models and the situations in which they are most applicable. In addition, it describes how to mitigate some negative aspects of the process. In short, the manual can be used to create a more effective and less stressful performance evaluation process.

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