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Conducting Performance Appraisals

Prerequisites: None
Schedule: Half-day Session

Course Objective

This program is designed to help managers and supervisors become more comfortable with all aspects of Performance Appraisals. The key focus is on evaluating and appraising employees to insure morale, productivity, and quality. This course is highly participatory with participant discussions and practice.

Course Topics

- The reasons for appraising an employee's performance
- The standards of performance
 - What to measure
 - How to measure
- Performing the evaluation
- Avoiding appraiser mistakes
- Evaluation Forms
- Concerns of the 'rater' and the 'rated'
- Eight Step Model for conducting appraisal interviews
- Legal concerns