



Designing & Delivering Effective Performance Appraisals

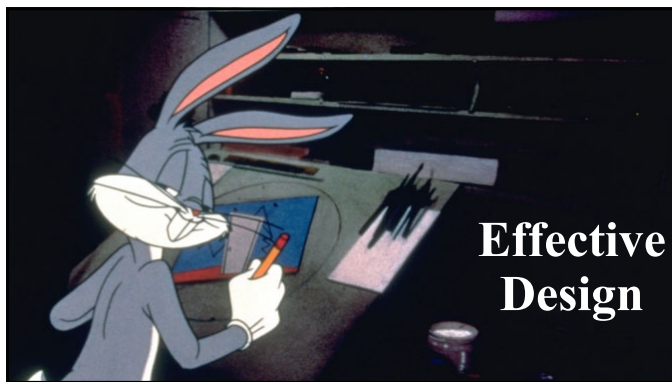
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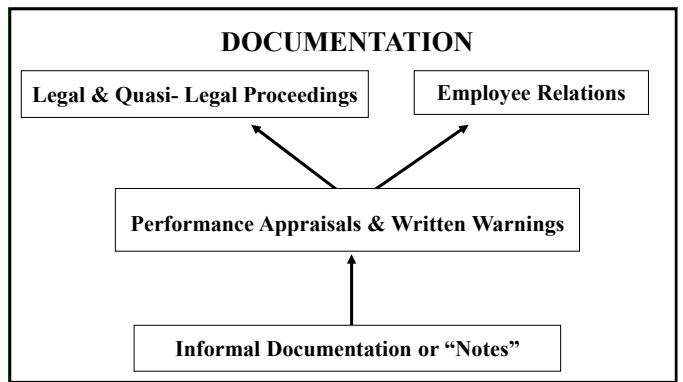
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THE FOUNDATIONS OF THE PERFORMANCE APPRAISAL

Role Definition

Environment And Rapport

Coaching Is Essential

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PREPARING FOR THE FORMAL PERFORMANCE APPRAISAL

Beware of Common Errors!

1. Formulate SMART Goals
2. Contamination
3. Deficiencies
4. Order Effect or Contrast Bias
5. Recency Effect
6. Halo Effect and Horn Effect
7. Central Tendency

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Complete The Performance Appraisal Form

1. Cite Specific Examples Of Behavior Or Performance
2. Review What The Person Has Done, Not Who The Person Is
3. The Root Of All Behavioral And Performance: Technical Competence And Attitude
4. How High Is Too High?

POPULATION DISTRIBUTION

1 → 2 → 3 → 4 → 5
 2% → 15% → 60% → 15% → 2%

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Inform The Employee Of The Date And Time Of The Appraisal

1. Give A Copy Of The Review To The Employee Early
2. Employees Should Be Told To Prepare For The Review And Be Ready To Actively Participate

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THE PERFORMANCE APPRAISAL ITSELF

1. Set The Proper Atmosphere For The Appraisal
2. Set The Tone And Agenda Of Review
3. Review The Completed Performance Appraisal Form With The Employee, Including Previously Set Goals

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Set New Goals With The Employee

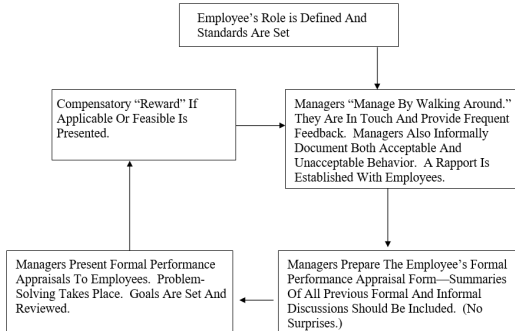
"Reward" The Employee For Good Performance

Talk Informally With The Employee

Let The Employee Keep A Copy Of The Appraisal And Always Give The Original To The Human Resource Department

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PERFORMANCE APPRAISAL CYCLE



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FREE Lunch & Learn Videos Are Posted!
<https://scottwarrick.com/living-the-five-skills-of-tolerance/>

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HRCI Program ID: 585178

**Designing & Delivering Effective
Performance Appraisals**

**Start Date: 4/13/2022
End Date: 12/31/2022**

1.5 Recertification Credit Hours: General




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SHRM Activity 22-QDGQD

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It is intended to be generic in nature and should not be applied nor relied upon
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For more information and further assistance, please contact ...
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