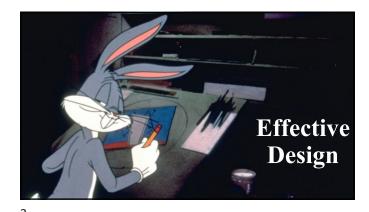
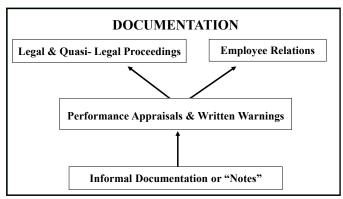


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# THE FOUNDATIONS OF THE PERFORMANCE APPRAISAL

**Role Definition** 

**Environment And Rapport** 

**Coaching Is Essential** 

## 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?

7

#### POPULATION DISTRIBUTION

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 <u>Actively</u> Participate

8

### 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

**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

9 10

PERFORMANCE APPRAISAL CYCLE

Employee's Role is Defined And
Standards Are Set

Compensatory "Reward" If
Applicable Or Feasible Is
Presented.

Managers "Manage By Walking Around."
They Are In Touch And Provide Frequent
Feedback. Managers Also Informally
Document Both Acceptable And
Unacceptable Behavior. A Rapport Is
Established With Employees.

Managers Present Formal Performance
Appraisals To Employees. ProblemSolving Takes Place. Goals Are Set And
Reviewed.

Managers Prepare The Employee's Formal
Performance Appraisal Form—Summaries
Of All Previous Formal And Informal
Discussions Should Be Included. (No
Surprises.)

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2

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



**SHRM Activity 22-QDGQD** 

Designing & Delivering Effective Performance Appraisals

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

1.5 Recertification Credit Hours

14



13

## Disclaimer

This information is provided for educational purposes only. It is intended to be generic in nature and should not be applied nor relied upon in any particular situation without the advice of your attorney.

For more information and further assistance, please contact ...

Scott Warrick's Human Resource Consulting & Employment Law Services

(www.scottwarrick.com)

&

Scott Warrick's Employment Law Services. scott@scottwarrick.com

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15