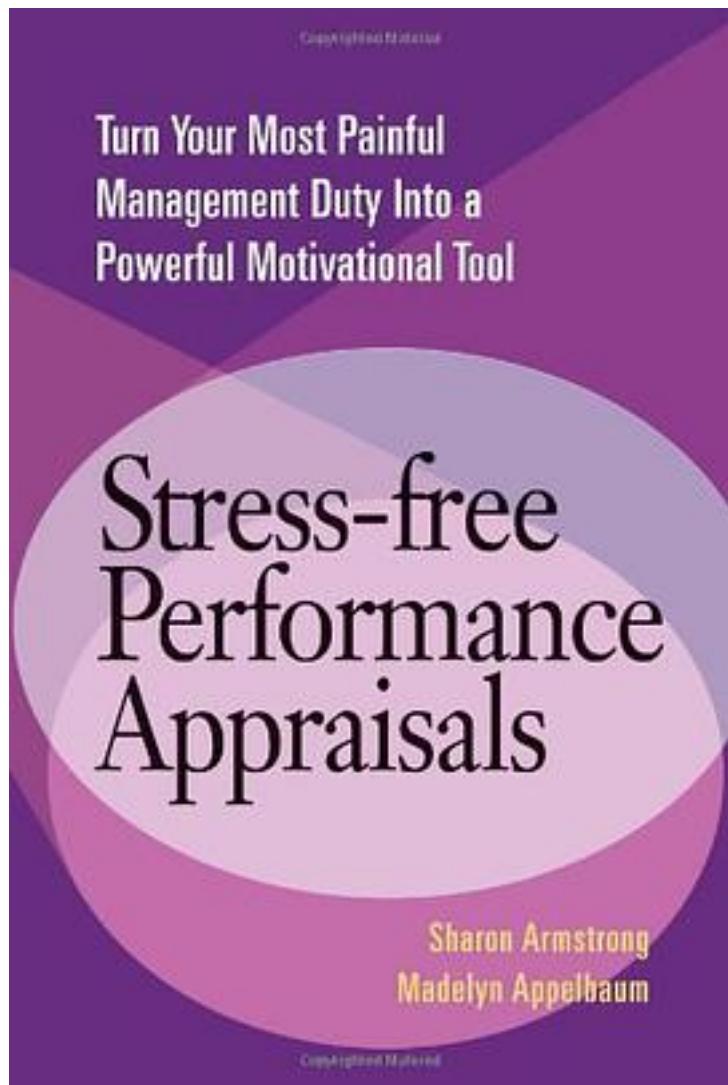


Stress-free Performance Appraisals



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Performance appraisal is one of the most important, continuous responsibilities of a supervisor. This book takes you through the process of conducting a performance appraisal, where you determine the quality of an employee's performance compared to set objectives, clarify present expectations, and learn the importance of providing employees with positive feedback. The authors break the process down into several steps starting with the planning, the preparation, and the writing of the performance appraisal form. The next step is to discuss the performance evaluation. You will learn how the supervisor should start the meeting, what needs to be included, how to close the meeting, and the follow-up responsibilities. It also covers some of the legal issues that can surround every performance evaluation. Tips on how the supervisor can protect his or her interests as well as the company's are also provided.

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