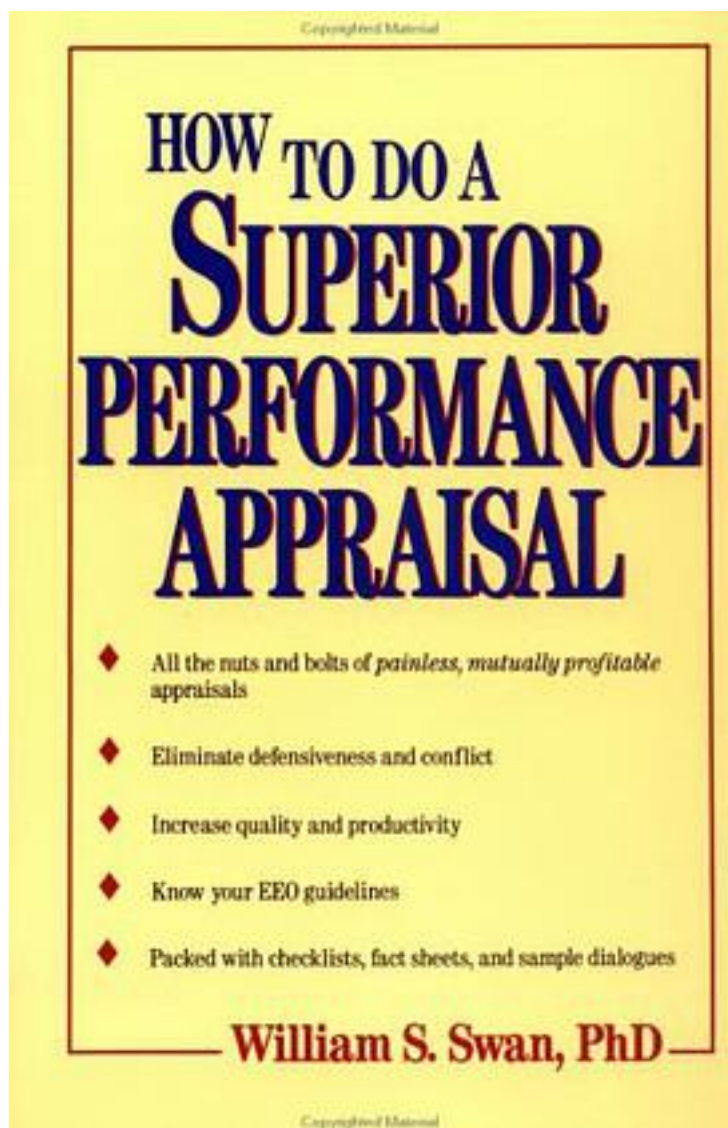


How to Do a Superior Performance Appraisal



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The complete guide to painless, mutually profitable performance appraisals. How to do a Superior Performance Appraisal For anybody who equates doing a performance appraisal with a dental appointment, here's a complete guide to painless, mutually profitable appraisals. Written by bestselling management author and Fortune 1000 consultant William S. Swan, it shows you how to transform what traditionally has been a source of potential conflict among managers and staff members, into a productive and mutually profitable process for both employer and employee.

- * A systematic, step-by-step guide to conducting appraisals that reduces defensiveness and conflict while increasing quality and productivity

- * All the nuts and bolts of doing an appraisal: data collecting, avoiding errors, knowing EEO guidelines, and much more

- * Packed with useful checklists, information sheets, and sample dialogues, including a model performance appraisal form incorporating what has been proven to be the most powerful approach

- * Throughout, the emphasis is on performance management vs. simplistic "report-card" type systems

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