



to fit skillfully to form a whole

Effective Employee Performance Evaluations

Why Evaluate Employee Work Performance?

What is a Performance Standard?

What is an Employee Goal?

Basic Steps of Performance Evaluation Preparation

Progressive Discipline

Write It Up: external focus, lateral focus, vertical focus

Performance Evaluation Teamwork

It's a Process, Not a Task

Your Organization's Performance Evaluation

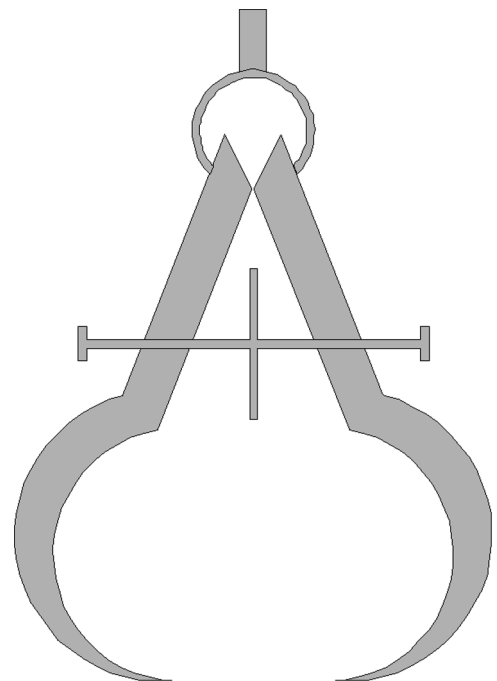
Practice & Review: evaluate three employees

Meet With The Employee

- Do it privately.
- Do it on time.
- Stick to the script.
- Eliminate distractions.
- Watch your voice tone and body language.
- Eliminate stress.
- Invite participation.
- Be specific.

Mistakes to Avoid

- Short Memory Syndrome.
- Nice Guy Disease.
- Halo Effect.
- Cuff 'Em & Stuff 'Em.
- Leaky Professional Boundaries.
- Plain Vanilla Results.
- Judge & Jury.
- Say What?
- No Way Out.



This training is 2.5 to 3 hours and best for groups of 24 or less to promote participation.