

EMPLOYEE PERFORMANCE EVALUATION

NAME		POSITION/TITLE
HIRE DATE		LOCATION/DEPARTMENT
EMPLOYMENT STATUS FT PT PD	LAST REVIEW DATE	IMMEDIATE SUPERVISOR
DATE:	TYPE OF REVIEW: ☐ ANNUAL ☐ PROBATIONARY ☐ OTHER	

Instructions for Evaluators

Performance evaluations are conducted by the employee's immediate supervisor at least once every 12 month period or as needed. The goal is to reach a mutual understanding of the standards of performance expected, and an overall performance rating. As the information recorded on this form will become part of the employee's personnel record, and may be used in decisions concerning advancement, future training needs, performance-related salary adjustments or even disciplinary actions, take time to think through and complete all sections.

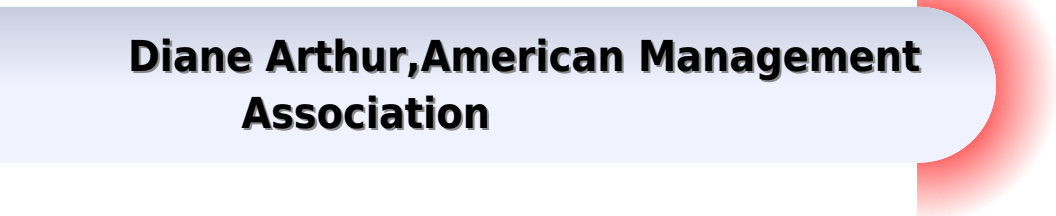
The performance evaluation process has been divided into two parts, one for the supervisor and one for the employee. Upon receipt of this package, give the employee the self-evaluation form to complete and at the same time schedule a performance meeting within two weeks. Then complete the supervisor's section which has been divided into two sections: Major Job Elements and Performance/Customer Service Factors.

First, list and briefly describe the major elements (duties and responsibilities) of this employee's position. Then, rate this employee's performance of these major job elements and indicate with comments your justification for each rating. **YOU MUST MAKE A COMMENT WHENEVER YOU CHOOSE THE RATING "EXCEEDS EXPECTATIONS" OR "FAR BELOW EXPECTATIONS/UNSATISFACTORY"**. Next, rate this employee's performance on the performance factors listed; again you must justify a high or low grade. Note: you may give a half grade if you feel the performance is between two rating levels. Finally, give an overall rating for this employee's performance and sign the form.

After the review, please make two copies of the performance evaluation; one for your records, the other should be given to the employee. Return the original forms to the Human Resources Department.

Sample Payroll Specialist Performance Review

**Diane Arthur, American Management
Association**



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The Physician Manager's Handbook Robert J. Solomon, 2008 Physicians are increasingly taking on new roles as executives and managers in today's health care delivery system. As such, management skills should be an essential part of every physician's repertoire. Complete with sophisticated and practical approaches to health system management and leadership problems encountered by physicians, this text is an ideal resource.

Practical Human Resource Information Systems SATISH K. BAGDI, 2012-05-09 Practical Guide to Human Resource Information Systems HRIS is a comprehensive presentation on global HRIS implementations and the associated challenges faced in such global projects. It begins with the basic HR and IT concepts and guides the readers through the complete life cycle of HRIS applications, spanning from planning to execution. Both HR and IT play an equal role in the development of HRIS applications. This book will help students from both HR and IT streams in assimilating the intricacies of implementation of HRIS projects. HR is one of the most popular ERP product implementation topics in today's business world. Its implementation needs a practical discussion using examples from the real world. The examples, the case study, and discussions in the book follow an international approach rather than discussing only a single country HRIS implementations. A real-life case study that flows through various chapters of the book brings out challenges in the implementation of HR-specific projects. In today's global economy, HR is changing fast and dives into areas such as strategy outsourcing, mergers, and acquisitions. This book covers all these areas and other topics that are relevant to today's HR world, providing more value to the readers. It provides illustrations to assist readers in visualizing the topics discussed and in developing a sound understanding of the integration and data aspects of HRIS systems. This book will be useful as a text for a course in HRIS wherever prescribed for the MBA HR and MBA IT students. The book encourages self-directed study and thought process based on references provided at the end of each chapter and hence will also be useful to consultants, HR professionals, and IT professionals working with HR departments.

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find Up to date and incisive guidance on topics you ll use every day in your existing or next HR role Updates reflecting the latest additions to both the US and International versions of the exams including the incorporation of DE I concepts and cybersecurity needs Complimentary access to Sybex s outstanding online learning environment and test bank including hundreds of practice test questions electronic flashcards and a glossary of key terms Perfect for aspiring and established human resources professionals preparing for the 2024 PHR PHRi and SPHR SPHRi certification exams this Study Guide is also an essential volume for practicing HR professionals seeking to brush up on key on the job skills they ll use each day

The Non-commercial Food Service Manager's Handbook Douglas Robert Brown, Shri L. Henkel, 2007 Finally the non commercial food service director has a comprehensive manual to aid them in their day to day operations This massive 624 page new book will show you step by step how to set up operate and manage a financially successful food service operation The author has left no stone unturned The book has 19 chapters that cover the entire process from startup to ongoing management in an easy to understand way pointing out methods to increase your chances of success and showing how to avoid many common mistakes While providing detailed instruction and examples the author leads you through basic cost control systems menu planning sample floor plans and diagrams successful kitchen management equipment layout and planning food safety and HACCP dietary considerations special patient client needs learn how to set up computer systems to save time and money learn how to hire and keep a qualified professional staff manage and train employees accounting and bookkeeping procedures auditing successful budgeting and profit planning development as well as thousands of great tips and useful guidelines The extensive resource guide details over 7 000 suppliers to the industry this directory could be a separate book on its own This covers everything for which many companies pay consultants thousands of dollars The companion CD ROM is included with the print version of this book however is not available for download with the electronic version It may be obtained separately by contacting Atlantic Publishing Group at sales atlantic pub com Atlantic Publishing is a small independent publishing company based in Ocala Florida Founded over twenty years ago in the company president s garage Atlantic Publishing has grown to become a renowned resource for non fiction books Today over 450 titles are in print covering subjects such as small business healthy living management finance careers and real estate Atlantic Publishing prides itself on producing award winning high quality manuals that give readers up to date pertinent information real world examples and case studies with expert advice Every book has resources contact information and web sites of the products or companies discussed

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Authorization and oversight United States. Congress. House. Committee on Armed Services, 1984

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