

EMPLOYEE PERFORMANCE APPRAISAL FORM

Annual employee performance appraisal form						
department	Name	post	auto men	final score	☆	☆☆
Project and assessment content			30	Self-evaluation		
30% of work tasks	Able to ensure quality and quantity, complete tasks ahead of time.	Able to complete tasks under pressure.	25 to 29			
			15 to 25			
			under 15			
			10			
10% of working ability	Strong comprehension ability, in terms of work improvement, often sometimes with improved work comprehension and judgment are average, occasionally there are improvement in job skills, barely	Coordinate with others and do others' work.	8 to 9			
			5 to 7			
			5 or less			
			10			
Work Coordination 10%	Willing to help others when asked. Loose spirit, unwilling to cooperate with others.	Work hard and do your best to complete the task.	8 to 9			
			5 to 7			
			5 or less			
			10			
Responsibility 10%	Responsible, and can better supervise to complete. Perfunctory, arrogant, irresponsible, careless.	No waste of time, no fear or hard work, the delivery work is Be punctual, not lazy, work hard. Occasionally sloppy, but work conscientiously.	8 to 9			
			5 to 7			
			5 or less			
			10			
Work lazy 10%	Excuse me to avoid heavy work, but still be able to stick to my job. Often arrive late and leave early. Works bug-free and improves for work.	No errors and no suggestions for improvement. Need to be guided to do a good job.	8 to 9			
			5 to 7			
			5 or less			
			10			
Work quality 10%	Worked with the guide, still got the error.	Constantly abide by and maintain the company's rules and regulations for discipline.	8 to 9			
			5 to 7			
			5 or less			
			10			
Discipline 10%	Frequently violates company regulations and is accused of Strong cost awareness, able to actively save and avoid waste.	Cost conscious and able to save.	8 to 9			
			5 to 7			
			5 or less			
			10			
Cost Awareness 10%	Cost conscious, less wasteful.	Not cost conscious, often wasteful.	8 to 9			
			5 to 7			
			5 or less			
			10			
☆ The first examiner's score (accounting for 70%), ☆☆ The second examiner's score (accounting for 30%)			total score			
Remark:			confirmation			

Performance Appraisal Employee Guide 0219 2007

**Herry Nur Hidayat ,Pramono,Eka
Meigalia,Kundharu Saddhono,Khairil
Anwar**

Performance Appraisal Employee Guide 0219 2007:

Handbook of Improving Performance in the Workplace, Measurement and Evaluation James L. Moseley, Joan C. Dessinger, 2009-12-09 HANDBOOK of IMPROVING PERFORMANCE IN THE WORKPLACE Volume 3 Measurement and Evaluation Volume Three of the Handbook of Improving Performance in the Workplace focuses on Measurement and Evaluation and represents an invaluable addition to the literature that supports the field and practice of Instructional Systems Design With contributions from leading national scholars and practitioners this volume is filled with information on time tested theories leading edge research developments and applications and provides a comprehensive review of the most pertinent information available on critical topics including Measuring and Evaluating Learning and Performance Designing Evaluation Qualitative and Quantitative Performance Measurements Evidence based Performance Measurements Analyzing Data Planning Performance Measurement and Evaluation Strategies for Implementation Business Evaluation Strategy Measurement and Evaluation in Non Profit Sectors among many others It also contains illustrative case studies and performance support tools Sponsored by International Society for Performance Improvement ISPI the Handbook of Improving Performance in the Workplace three volume reference covers three core areas of interest including Instructional Design and Training Delivery Selecting and Implementing Performance Interventions and Measurement and Evaluation

INCOLWIS 2019 Herry Nur Hidayat , Pramono, Eka Meigalia, Kundharu Saddhono, Khairil Anwar , 2019-08-28 This book constitutes a through refereed proceedings of the International Conference on Local Wisdom 2019 held on August 29 30 2019 at Universitas Andalas Padang Indonesia The conference was organised by Fakultas Ilmu Budaya Universitas Andalas The 95 full papers presented were carefully reviewed and selected from 135 submissions The scope of the paper includes the followings Local Wisdom in Science Local Wisdom in Religion Local Wisdom in Culture Local Wisdom in Language Local Wisdom in Literature Local Wisdom in Health Local Wisdom in Education Local Wisdom in Law Local Wisdom in Architecture Local Wisdom in Nature Local Wisdom in Oral Tradition Local Wisdom in Art Local Wisdom in Tourism Local Wisdom in Environment Local Wisdom in Communication Local Wisdom in Agriculture **Performance Management** Herman Aguinis, 2018-07-15 Formerly published by Chicago Business Press now published by Sage Performance Management Fourth Edition covers the design and implementation of effective and successful performance management systems the key tools that can be used to transform employee talent and motivation into a strategic business advantage Author Herman Aguinis focuses on research based findings and up to date applications that consider the changing nature of work and organizations

Payroll/personnel Processing Manual National Finance Center (U.S.), 1985 *Human Resource Management in Public Service* Evan M. Berman, James S. Bowman, Jonathan P. West, Montgomery R. Van Wart, 2012-03-28 Effective human resource management is a critical function in today s public workplace and this book provides students and practitioners with the tools to succeed in public sector management **Handbook on Asian Public Administration** M. S. Haque, Wilson

Wong, Kilkon Ko, 2023-01-19 Providing context specific regional and national perspectives this novel Handbook sets out to disentangle the considerable intellectual ambiguities that surround Asian public administration and Asia's diverse applications of Western administrative models Handbook of Research on Positive Organizational Behavior for Improved Workplace Performance Baykal, Elif, 2019-11-15 Positive psychology focuses on finding the best one has to offer and repairing the worst to such a degree that one becomes a more responsible nurturing and altruistic citizen However since businesses are composed of groups and networks using positive psychology in the workplace requires applications at both the individual and the group levels There is a need for current studies that examine the practices and efficacy of positive psychology in creating organizational harmony by increasing an individual's wellbeing The Handbook of Research on Positive Organizational Behavior for Improved Workplace Performance is a collection of innovative research that combines the theory and practice of positive psychology as a means of ensuring happier employees and higher productivity within an organization Featuring coverage on a broad range of topics such as team building spirituality and ethical leadership this publication is ideally designed for human resources professionals psychologists entrepreneurs executives managers organizational leaders researchers academicians and students seeking current research on methods of nurturing talent and empowering individuals to lead more fulfilled constructive lives within the workplace The Wiley Blackwell Handbook of the Psychology of Team Working and Collaborative Processes Eduardo Salas, Ramon Rico, Jonathan Passmore, 2020-04-06 A state of the art psychological perspective on team working and collaborative organizational processes This handbook makes a unique contribution to organizational psychology and HRM by providing comprehensive international coverage of the contemporary field of team working and collaborative organizational processes It provides critical reviews of key topics related to teams including design diversity leadership trust processes and performance measurement drawing on the work of leading thinkers including Linda Argote Neal Ashkanasy Robert Kraut Floor Rink and Daan van Knippenberg **Handbook of Employee Selection** James L. Farr, Nancy T. Tippins, 2013-09-13 The Handbook of Employee Selection summarizes the state of science and practice in the field of employee selection Chapters in this book cover issues associated with measurement such as validity and reliability as well as practical concerns around the development of appropriate selection procedures and implementation of selection programs Several chapters discuss the measurement of various constructs commonly used as predictors and other chapters confront criterion measures that are used in test validation Ethical and legal concerns are dealt with in another set of chapters and highlight the concerns of the employer as well as the test taker and the psychologist responsible for the testing program Final sections of the book include chapters that focus on testing for certain types of jobs e.g. blue collar jobs supervisory jobs and describe important milestones in the development of selection programs

Practitioner's Guide to Legal Issues in Organizations Chester Hanvey, Kayo Sady, 2015-05-26 This highly useful reference outlines best practices in key areas of human resources that are not only fair and equitable but that can withstand legal

scrutiny Industrial organizational experts apply their empirical knowledge and practical experience to aspects of HR that are commonly litigated including broad and specific topics in testing of potential employees disability issues compensation and pay equity and work hours The book is written to be accessible to readers currently in HR related graduate level training as well as HR practitioners with or without background in industrial organizational psychology And to add to its utility chapters feature practical strategies for addressing each of the legal issues presented Among the topics covered Measuring adverse impact in employee selection decisions Using background checks in the employee selection process Disabilities best practices for vulnerabilities associated with the ADA Physical abilities testing Wage and hour litigation Clinical psychological testing for employee selection Conducting compensation equity analyses Practitioner s Guide to Legal Issues in Organizations brings clear up to date information to graduate students studying human resources management industrial organizational psychology who are interested in legal issues as well as applied HR practitioners such as industrial organizational psychologists human resources generalists management and labor economists

Alkali-Aggregate Reaction in Concrete Ian Sims, Alan Poole, 2017-08-01 Alkali Aggregate Reaction in Concrete A World Review is unique in providing authoritative and up to date expert information on the causes and effects of Alkali Aggregate Reaction AAR in concrete structures worldwide In 1992 a first edition entitled The Alkali Silica Reaction in Concrete edited by Professor Narayan Swamy was published in a first attempt to cover this concrete problem from a global perspective but the coverage was incomplete This completely new edition offers a fully updated and more universal coverage of the world situation concerning AAR and includes a wealth of new evidence and research information that has accumulated in the intervening years Although there are various textbooks offering readers sections that deal with AAR deterioration and damage to concrete no other single book brings together the views of recognised international experts in the field and the wealth of scattered research information that is available It provides a state of the art review and deals authoritatively with the mechanisms of AAR its diagnosis and how to treat concrete affected by AAR It is illustrated by numerous actual examples from around the world and comprises specialist contributions provided by senior engineers and scientists from many parts of the world The book is divided into two distinct but complementary parts The first five chapters deal with the most recent findings concerning the mechanisms involved in the reaction methods concerning its diagnosis testing and evaluation together with an appraisal of current methods used in its avoidance and in the remediation of affected concrete structures The second part is divided into eleven chapters covering each region of the world in turn These chapters have been written by experts with specialist knowledge of AAR in the countries involved and include an authoritative appraisal of the problem and its solution as it affects concrete structures in the region Such an authoritative compilation of information on AAR has not been attempted previously on this scale and this work is therefore an essential source for practising and research civil engineers consultant engineers and materials scientists as well as aggregate and cement producers designers and concrete suppliers especially regarding projects outside their own

region Resources in Education ,1983 *The Wiley Blackwell Handbook of the Psychology of Recruitment, Selection and Employee Retention* Harold W. Goldstein, Elaine D. Pulakos, Jonathan Passmore, Carla Semedo, 2020-04-06 An unmatched collection of resources perfect for psychologists scholars and HR practitioners In *The Wiley Blackwell Handbook of the Psychology of Recruitment Selection and Employee Retention* an expert team of authors presents a comprehensive and authoritative perspective on critical issues in employee recruitment selection and retention Every chapter offers an in depth review of the most recent literature and provides academics researchers industry practitioners and students with a holistic reference to relevant data and theory The book includes job analyses biodata simulation exercises talent management guides talent assessment guides for leadership development and online employee selection strategies **Wellbeing: A Complete Reference Guide, Work and Wellbeing** Peter Y. Chen, Cary Cooper, 2014-02-05 Part of the six volume reference set *Wellbeing A Complete Reference Guide* this volume is a comprehensive look at wellbeing in the workplace at organizational managerial and individual levels Discusses the implications of theory and practice in the field of workplace wellbeing Incorporates not only coverage of workplace stress in relation to wellbeing but also aspects of positive psychology Explores the role of governments in promoting work place well being Part of the six volume set *Wellbeing A Complete Reference Guide* which brings together leading research on wellbeing from across the social sciences Topics include work life balance coping strategies and characters of individuals characteristics of workplaces and organizational strategies that are conducive to wellbeing and many more **Indian Financial System, 5th Edition** Machiraju H.R., This much awaited new edition of a pioneering textbook written by an expert academic and policy maker is released after a gap of eight years All through these years the book has been in demand across many university departments and b schools **Indian Financial System : As per the latest Curriculum on the directives of NEP 2020 | LPSPE Edition** H.R. Machiraju, This adaptation has been prepared using the content from a popular textbook written by an expert academic and policy maker to cater the requirements of the new NEP curriculum India has seen landmark changes in its financial system in recent times which has transformed the economic scenario of the country in a big way This edition incorporates these changes in all their complexities yet retains the original focus on the analysis of the principles and practices in the money market capital market and foreign exchange market of India This all inclusive textbook covering major concepts regulations and practices in the working of financial intermediaries capital market money market and foreign exchange market puts the Indian financial system in the right perspective The book has been thoroughly revised and includes the latest available data **Handbook of Strategic 360 Feedback** Allan H. Church, David W. Bracken, John W. Fleenor, Dale S. Rose, 2019-04-10 This volume is the definitive work on strategic 360 feedback an approach to performance management that is characterized by 1 having content derived from the organization s strategy and values 2 creating data that is sufficiently reliable and valid to be used for decision making 3 integration with talent management and development systems and 4 being inclusive of all candidates for

assessment Featuring 30 chapters from leading practitioners in the field the volume is organized into four major sections 360 for Decision Making 360 for Development Methodology and Measurement Organizational Applications and Critical and Emerging Topics It presents viewpoints from researchers scientists practitioners and consultants on best practices in the design implementation and evaluation of many forms of multirater processes and technologies currently used to support talent management systems

Handbook of Research on Employee Voice Adrian Wilkinson, Jimmy Donaghey, Tony Dundon, Richard B. Freeman, 2020-06-26 This thoroughly revised second edition presents up to date analysis from various academic streams and disciplines that illuminate our understanding of employee voice from a range of different perspectives Exploring the previously under represented paradigm of the organizational behaviour approach new chapters take account of a broader conceptualization of employee voice Written by expert contributors this Handbook explores the meaning and impact of employee voice for various stakeholders and considers the ways in which these actors engage with voice processes such as collective bargaining individual processes mutual gains task based voice and grievance procedures

Human Factors for Naval Marine Vehicle Design and Operation Jonathan M. Ross, 2017-03-02 There is a driving need for naval professionals to focus on human factors issues The number of maritime accidents is increasing and the chief cause is human error both by the designer and the operator Decreasing crew size lack of experienced operators operations in higher sea states and fatigue worsen the situation Automation can be a partial solution but flawed automated systems actually contribute to accidents at sea Up to now there has been no overarching resource available to naval marine vehicle designers and human factors professionals which bridges the gap between the human and the machine in this context Designers understand the marine vehicle human factors professionals understand how a particular environment affects people Yet neither has a practical understanding of the other's field and thus communicating requirements and solutions is difficult This book integrates knowledge from numerous sources as well as the advice of a panel of eight recognized experts in the fields of related research development and operation The result is a reference that bridges the communications gap and stands to help enhance the design and operation of all naval marine vehicles

The Oxford Handbook of Organizational Psychology, Volume 1 Steve W. J. Kozlowski, 2012-06-14 Organizational psychology is the science of psychology applied to work and organizations This is the first of two volumes which compiles knowledge in organizational psychology encapsulates key topics of research and application and summarizes important research findings

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