

Sample performance appraisal questions and answers

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I. Contents of getting sample performance appraisal questions and answers

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Mutual respect goes a long way toward a successful performance appraisal meeting. Employees might be nervous about the future of a small business and whether they're getting a pay raise. The boss might be nervous, too, for any number of reasons, ranging from the fact that she simply hates doing reviews to the fact that the business might be in trouble. Whatever the situation may be, the small business owner should focus on the employee's role and behaviors, not on the employee himself.

Boss to Employee: What Are Your Goals?

By asking an employee about his goals, a boss is likely looking for a number of things. For example, the supervisor may want information on goals the employee already reached, including how he accomplished those goals. The boss may also be trying to determine what areas of interest the employee and how his expertise has developed since the last performance appraisal. An employee can answer these questions by explaining the goals that he has reached; how he succeeded; and how he can expand on this success with new goals.

Boss to Employee: Can You Take on More Duties?

A small business, especially at the beginning of its life, might be having trouble meeting certain projections. If a boss would like an employee to take on more duties, she should explain the rationale behind this question. For example, if the boss has recognized the need for an employee to do sales for an hour or two every day, she should explain this need and how the experience

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