

**PERFORMANCE APPRAISAL MANUAL -
WHAT TO DO AND HOW TO COMPLETE THE
PERFORMANCE APPRAISAL FORM**

(A) WHAT TO DO

Step 1: Set Goals / Weightage / Difficulty for each staff on Page 3 of the PA Form

Step 2: Set Desired Competencies (Behaviour) / Current Level / Targeted Level for each staff on Page 5 of the PA Form

Step 3: Communicate the set goals and competencies to staff

Step 4: Review the achievement of the set goals and competencies with staff

Step 5: Get employee to fill up the employee's section on Page 4 and 6 of the PA Form against the set goals and competencies on Page 3 and 5.

Step 6: Get employee to fill up Page 7 & 8 of PA Form

Step 7: Get the form back from employee and supervisor review and complete the form on Page 4,6,7,8 under the column "Supervisor's Comments & Observations"

Step 8: Supervisor to rate the Employee Goal Achievement Assessment on Page 9 against the set goals listed on Page 3

Step 9: Supervisor to rate the Individual Competency Assessment Score on Page 11 of the PA Form against the set desired competencies (behaviour) listed on Page 5

Step 10: Complete the form on Page 12 of the PA Form.

Step 11: Appraising Supervisor and Employee sign on the form

Step 12: Pass form to Divisional Manager to sign and for him/her to key in the data into the Excel Spreadsheet.

FOR MANAGERS ONLY

Step 13: Key in the data done by supervisor on Page 9 and Page 11 into the spreadsheet to calculate the total scoring for each staff

Step 14: Forward all duly completed PA Forms to HR and email the spreadsheet to HR.

Performance Appraisal Manual

RJ Shavelson



Performance Appraisal Manual:

Performance Appraisal Manual for Managers and Supervisors William S. Hubbartt,1992 **Employee Performance Appraisal Manual, San Antonio, Texas** International City Management Association,1984* **Employee Performance Appraisal Manual** San Antonio (Tex.),1988 **Performance Appraisal Manual** Nova Scotia. Civil Service Commission. Human Resource Development,1983 **Performance Management and Appraisal** G. Edward Evans,2004 CD ROM contains performance appraisal forms in Word and Adobe Acrobat format **An Assessment Manual for Medical Groups** Courtney H. Price,Darrell L. Schryver,Alys Novak,Medical Group Management Association,2002 Determine what s working in your practice and eliminate what isn t This edition shows you how to gather crucial information about your practice by listing the pertinent questions in all areas The results will help you decide which management areas to strenghten Tables and questions address external and internal environments financial management human resource management information systems operations management planning and marketing and quality improvement The Performance Appraisal Handbook Amy DelPo,2007 The Performance Appraisal Handbook is a must read for every manager whether they re writing a performance review for the first time or the hundredth It s packed with the information and tools you need to make their company s appraisal process work better for everyone Readers will know How to write and conduct effective appraisals How to prevent potential lawsuits stemming from an appraisal Essential employment law basics The 2nd edition is completely updated with latest laws and provides sample forms and policies Also there is now going to be a CD ROM which will include the forms checklists and quizzes from the book A Guide for Improving Performance Appraisal Priscilla Levinson,1980 **Personnel Management Manual** United States. Defense Contract Audit Agency,1993 *Personnel Literature* ,1983 A Self-instructional Manual On--HUD/AFGE Bargaining Unit Employee Performance Appraisal System ,1983 **MDT Performance Appraisal Manual** Montana. Department of Transportation,2004 *Annual Assessment Handbook* United States. General Accounting Office,1984 **A Guide for Improving Performance Evaluation** Priscilla Levinson,1978 **The Performance Appraisal Handbook** Attorney Amy DelPo,2005-01-01 Please note that this edition is now out of print and has been replaced by the 2nd edition also available through MyiLibrary Written in plain English this book takes the legal guesswork out of writing and conducting an employee s performance appraisal providing all the answers a manager needs at every step By the end readers will know How to write and conduct effective appraisals How to prevent a potential lawsuit stemming from an appraisal Essential employment law basics Performance Appraisal System Hawaii. Department of Human Resources Development,1996 Performance Analysis and Appraisal Robert D. Stueart,Maureen Sullivan,1991 Supervisors at all levels need practical advice and specific approaches on how to evaluate staff This manual provides background principles and proven guidelines for describing positions and evaluating individuals occupying them Specific examples and step by step approaches to job descripiton job analysis and performance appraisal should enable supervisors to

write job enrichment specifications of an individual employee's job related strengths and weaknesses. Forms and checklists are also included.

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Payroll/personnel Processing Manual National Finance Center (U.S.), 1985.

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