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

Priscilla Levinson

Performance Appraisal Manual:

Performance Appraisal Manual: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have captivated audiences this year. The Must-Read: Colleen Hoovers "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Performance Appraisal Manual: Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic: Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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Table of Contents Performance Appraisal Manual

- 1. Understanding the eBook Performance Appraisal Manual
 - The Rise of Digital Reading Performance Appraisal Manual
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Performance Appraisal Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Performance Appraisal Manual
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Performance Appraisal Manual
 - Personalized Recommendations
 - Performance Appraisal Manual User Reviews and Ratings
 - Performance Appraisal Manual and Bestseller Lists
- 5. Accessing Performance Appraisal Manual Free and Paid eBooks
 - Performance Appraisal Manual Public Domain eBooks
 - Performance Appraisal Manual eBook Subscription Services
 - Performance Appraisal Manual Budget-Friendly Options
- 6. Navigating Performance Appraisal Manual eBook Formats
 - o ePub, PDF, MOBI, and More
 - Performance Appraisal Manual Compatibility with Devices
 - Performance Appraisal Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Performance Appraisal Manual
 - Highlighting and Note-Taking Performance Appraisal Manual
 - Interactive Elements Performance Appraisal Manual
- 8. Staying Engaged with Performance Appraisal Manual

- o Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Performance Appraisal Manual
- 9. Balancing eBooks and Physical Books Performance Appraisal Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Performance Appraisal Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Performance Appraisal Manual
 - Setting Reading Goals Performance Appraisal Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Performance Appraisal Manual
 - Fact-Checking eBook Content of Performance Appraisal Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - o Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - $\circ \ \ Integration \ of \ Multimedia \ Elements$
 - Interactive and Gamified eBooks

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