

# Good essay about a front-line supervisor's performance grading form

[Business](#), [Strategy](#)



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## **Abstract**

A Front-line Supervisor's Performance Grading Form is a tool for formal employees' appraisal system. This form includes the categories of a supervisor's work performance, these categories grading, and a target importance weight assigned to each category.

## **How to use A Front-line Supervisor's Performance Grading Form?**

- Control the target category weight, which is assigned to each category in the form.

Quality overview – 5%. This means that a supervisor should devote 5% of his working time for quality overview. This work is important but does not require every minute attention.

Setting fair standards – 5%. This means that a supervisor should devote 5% of his working time for setting fair standards. The standards should be set up one a month, or once a week. So this work will not need everyday contribution in it.

Monitoring performance – 40%. This means that a supervisor should devote 40% of his working time for monitoring the department employees'

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performance. Monitoring is the category which demands flexibility and every minute attention. That's why monitoring performance takes the most of the time.

Measuring performance – 20%. This means that a supervisor should devote 20% of his working time for measuring the department employees' performance. The strategy improvement and the target achievement depends on the good and bad things analyses. A supervisor should spend much time to measure the results of the department work.

Strategies to improve performance – 15%. This means that a supervisor should devote 15% of his working time for developing and putting in life the new strategies to improve department performance. Trainings, meetings with the customers, implementations of the new services and programmes will influence on how the department will move forward, so need enough time to be correctly conducted.

Production decisions – 5%. This means that a supervisor should devote 5% of his working time for production decisions. Researching and forwarding the important data does not require much time and can be done, depending on the situation, less than on the everyday basis.

Pricing decisions – 5%. This means that a supervisor should devote 5% of his working time for pricing decisions. Pricing decisions can be a part of the everyday monitoring and measuring processes, so, only the exceptional cases may take 5% of the working time.

Input and output decisions – 5%. This means that a supervisor should devote 5% of his working time for input and output decisions. Taking input and output decisions is the important and responsible task. But due to the fact

that it should be done once a month, it should take not more than 5% of the supervisor's time.

- Evaluate the supervisor's performance according to the grading from 1-9, in which 1 – is the lowest grade and 9 – is the highest grade.

## **References**

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