

Bus 234 san p1-p2 other half

Business



Action plan Purpose of performance review To determine the training needs of my car hire company employees. To determine which employees in the organization require the training.

To estimate the cost of employee training.

To establish timelines before which, the performance review should have been done.

Steps in preparing for a performance review

1. Let the employees conduct a self-evaluation

The employees should be given forms to fill thus letting the management in on how they feel. It also gives them the freedom to be as honest as possible.

2. Conduct an actual review of the employees' performance

Actual review will involve a cross-examination of the work handled by the employees. The implication here will be to consider their performance targets and see to what extent they meet their key performance indicators.

3. Develop a just and consistent rating system

For there to be some level of comparison between the workers, there has to be a uniform rating system. It will ensure consistency and introduce a level of objectivity on the part of the appraising officer.

Description of behavior used in problem-solving

Behavior in appraisal refers to the specific observable actions that warrant a feedback. While making an analysis of behavior, the appraiser must remain as objective as possible. Subjective observations distort the effectiveness of corrective measure to be taken. The success of an appraisal activity depends on correct diagnosis of the conduct of the employees so as to issue a precise corrective step.

Demonstration of behavior in an appraisal feedback

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In demonstration, I will point out to the workers all their weak areas in a friendly way. However, no matter how friendly, the fact of their weakness has to be relayed. E. g. the employees that can't adapt speedily to changes in their environment will be informed of the same and asked to work towards improving the same.

Works cited

Werner, Jon M., and Randy L. DeSimone. Human Resource Development. 5 ed. Mason OH: South-Western Cengage Learning, 2009. Print