

# [3\_08 employee performance appraisal](https://assignbuster.com/308-employee-performance-appraisal/)

Performance Appraisal Handout Dangers of conducting performance appraisal Infrequent feedback resulting from carrying out the appraisal once a year, instead of quarterly basis   
Basing assessment on non-data metrics, which makes majority of the processes subjective and fuzzy   
The fact is that a lot of processes tend to rely on the memory of those completing a certain assessment.   
Lack of metrics that are effective-most of the measures used in relating to performance appraisal are often percentage completed. Process owners are noted to always not measure to processes that make them attain goals.   
Lack of accountability-managers is always not evaluated to ensure they are providing the rights kinds of feedback.   
Infrequent feedback-it is not good for one to execute the process annually. Good and formal feedback should be given back on a quarterly basis.   
Disconnection From Rewards-Getting a bonus or merit raise in majority of the available organizations is a complete disconnection from the performance appraisal of employees.   
Lack of integration- majority of the processes lack full integration with compensation and development. Missed opportunities continue to increase.   
Team performance exceeded by individual scores-scores on team members will often exceed the actual performance of the team.   
Performance appraisal techniques   
Be prepared to Listen-active listening to every reason that comes from employees. It’s good to be firm as not to allow excuses that might be controlled by employees.   
Justification-managers are encouraged to stop the habit of making excuses or mostly trying to justify underperformance   
Discuss Challenges and successes-Use meetings as opportunities for covering performance reviews. Any challenges should be discussed and options found. Sharing helps find stable solutions.   
Action plan- discussing ideas for development. The form is an active representation of events and situations that have already taken place   
Avoid distractions by turning off phones- It is good to ensure that one has switched off their phone and make sure that his or her employees do the same.   
Good Environment-Conduct discussions in places that do not have noise or interruptions from the outside environment.   
Proper Agreements-always agree upon the actions that should be taken and conducted by each kind of person. Everyone should have something to do.   
Effective summarization-the conversation should come to an end by each one having key ideas of what has been discussed and addressed in the meeting.   
Solicit feedbacks-it is good to ensure that feedback is well given in any kind of process that is pending or needs to be catered for before moving on into conducting other more important things.   
Adequate preparations-ensure that preparations are well made before moving into doing extra tasks and other different kinds of related works. Tools needed should be brought early to avoid inconveniencies.   
Performance appraisal suggestions   
Create Employee awareness-it is good to ensure that the employee is well informed on what criteria they will be evaluated. One should ensure that all employees have understood the process and have well documented plans.   
Keep performance notes-each staff should have their notes kept at a safe place. The notes ensure that one can easily monitor the development of any kind of employee   
Create room for personal evaluation-it is good to come up with a blank document and ensure that employees continually rate themselves using the same procedure you will rate them. Majority will appreciate participating in the process.   
Show respect-it is good to send clear signals to each employee and tell them that the meeting is of great importance. Start documentation at an early stage and work at a good place so as to ensure that work runs smoothly   
Input much focus-treat the meeting like it’s a great business encounter. It is good to make sure that one does not come up with topics that tend to divert the attention of the general meeting in place. Social elements should not be mixed.   
Don’t wait-it is good for one to inform employees on anything that is pending rather than wait for things to happen. Ensure that all activities are well taken care of and nothing is left pending for the moment.   
Be careful on writings-only information that is relevant to the topics should be included in writing. Personal information should not be included in such kinds of documents as they may not be of help. Omissions should not be done on papers.   
Avoid debating-it is good for one to keep controlling the meeting with a further reigning in the discussions that arise. A manager is supposed to have the final word in the workplace and ensure that work is running smoothly   
Do not do majority of talking-it is good to let employees do the talking so that one gets the desired kind of feedback from them. Letting them do the talking gives you the opportunity to get the desired feedback from them.   
Give evaluation deadlines-it is good to handle situations in a more professional manner as a manager. It is good not to let employees comment on the appraisal document. Comments should be done on a separate sheet of paper.