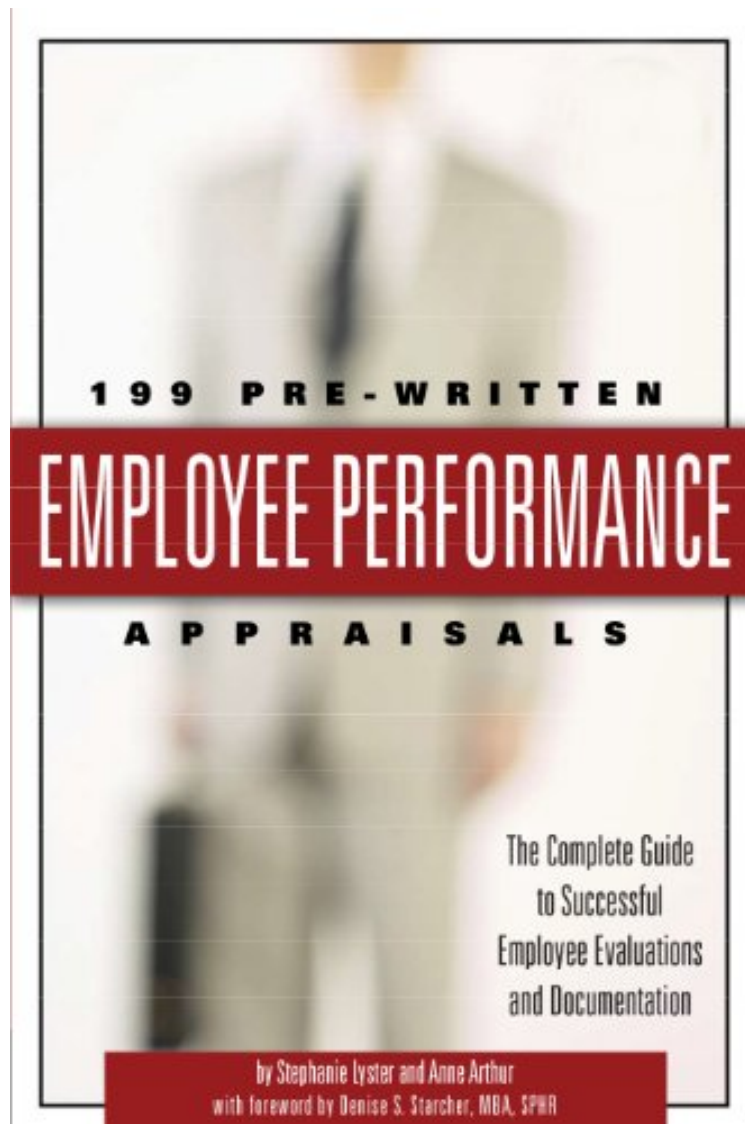


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199 Pre-Written Employee Performance Appraisals: The Complete Guide to Successful Employee Evaluations And Documentation

Stephanie Lyster

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Stephanie Lyster : 199 Pre-Written Employee Performance Appraisals: The Complete Guide to Successful Employee Evaluations And Documentation before purchasing it in order to gage whether or not it would be worth my time, and all praised 199 Pre-Written Employee Performance Appraisals: The Complete Guide to Successful Employee Evaluations And Documentation:

1 of 1 people found the following review helpful. A must-have addition to any business collectionBy Tricia

As both the giver and receiver of performance reviews, I found this book to be quite helpful and insightful. Informative and well outlined, the book clearly defines the dos and don'ts of giving performance reviews. As employers, we are aware of how important it is to motivate and encourage employees in order to maintain a successful business. After reading '10 Mistakes Managers Make When Conducting Performance Reviews' (Chapter 5) I was stunned to find out how many I had made. This book identifies the difference between formal and informal reviews and which type of review is most suited to your particular business needs. It also shows how important it is for employers and employees to communicate before the review process, along with what each person expects during the review. Perhaps the most helpful element of this book was the several types of appraisals and examples to fit each to your business's needs. Lyster and Arthur's book is filled with great tips on signs to look for in an employee who will be valuable to you, and it points out that appearances can be deceiving. (For instance, just because somebody dresses well and smiles a lot does not mean that he or she is a great employee.) This ever-helpful book will show you how to use the right questions that will help you see beyond external appearances so that you can make a valid appraisal on which employees are worth keeping. In sum, '199 Pre-Written Employee Performance Appraisals' is a terrific book that shows how critical the process of an appraisal is to the overall success of a business. This book would make an excellent office companion and would be very helpful in management training. The CD-ROM is just another bonus to this strongly recommended book.

1 of 1 people found the following review helpful. Easy Employee Evaluations By Paige Jackson Lyster and Arthur take a responsibility that most managers dread and turn it into an easy, positive process. As a small business owner, human resource issues are the bane of my existence. Every moment spent on personnel duties is a moment I'm not out there getting new clients, billing, or supervising projects. I spend weeks every year gearing up for appraisal time, reviewing employee files and notes and creating appropriate forms. This book has just saved me a month a year! For a small business that is a huge statement. The authors discuss terminology, verbiage, communication procedures - and they do it in such a way that it is logical and their recommendations are easy to implement. In addition there is a CD included so that you can produce professional performance reviews in seconds. The authors also review design and implementation of performance appraisals, when and what to evaluate, defining job descriptions, how to rate and review, coaching and career development, and follow-up and progress reports. This book is a perfect companion for any company large enough to have a Human Resource Department or too small to have one. Documenting an employee's progress can be critical when it comes to defending why one employee received a raise or why another one was let go. Don't leave your personnel issues to chance - arm yourself with this book!

1 of 1 people found the following review helpful. Exceptional Tool to explain, guide and support you through the employee review process. By Entrepreneur Mom This is a needed resource for all organizations small to large that desire to optimize the potential of growth through efficiency in performance output. Lyster and Arthur have put together an exceptional tool to explain, guide and support both the beginning Human Resources manager and the sophisticated Human Resource department. Effective Employee performance reviews are good management tools and protect the organization legally as well as provide the employee with a support structure to success. The accompanying CD is an invaluable tool that provides examples and verbiage that can be easily included into any review. Bravo, great resource.

No matter what type of business or even nonprofit organization you are managing, a written performance appraisal is good management. Employee reviews can serve as a platform for employees to bring forth questions and concerns. This can help increase employee dedication, creativity, and job satisfaction. Reviews allow you to evaluate employees for increased responsibilities and future promotions. You will have written records of your employees performance, get more productivity, and clearly set compensation. Employee appraisals are critical to your organization, but are time-consuming to write. This new book and companion CD-ROM is your solution. You will produce professional-quality performance reviews in minutes. The book provides over 199 pre-written employee phrases you can insert into a blank employee appraisal form. The evaluations are professional, constructive, and direct. Each category includes at least 8 different phrases you can choose from to describe your employees performance in that category. Pick and choose which categories you would like to include in your employees performance appraisal and how you want to describe your employees performance in that category and then just insert them all into the prepared appraisal form.