

1. Record Nr.	UNINA9910961996103321
Autore	Maddux Robert B
Titolo	Effective performance appraisals / / Robert B. Maddux
Pubbl/distr/stampa	Menlo Park, Calif., : Crisp Publications, c2000
ISBN	1-4175-2206-2
Edizione	[4th ed.]
Descrizione fisica	1 online resource (86 p.)
Collana	A Fifty-Minute series book
Disciplina	658.3/125
Soggetti	Employees - Rating of Personnel management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	<p>""Title""; ""Copyright""; ""About the Author""; ""Preface""; ""Contents""; ""PART 1 Are You Ready for Better Appraisals?""; ""Objectives of Performance Appraisal""; ""Meet Some Successes and Some Failures""; ""Successes""; ""Failures""; ""Do You Put Off Performance Appraisals?""; ""Benefits of a Well-Planned Appraisal""; ""How Appraisals Help Employees""; ""PART 2 Setting the Stage ""; ""Establish the Right Climate""; ""Are You Part of the Solution or Part of the Problem?""; ""Help Employees Find Meaning in Their Jobs and Stay on Course""; ""Case Studies""; ""CASE STUDY 1""</p> <p>""PART 3 Preparing for More Effective Appraisals """"What Is Meant by Goals and Standards?""; ""Standards""; ""Attitudes and Performance Appraisals""; ""Leading a performance appraisal discussion can be compared to baseball""; ""Employee Preparation for the Appraisal""; ""How to Get to First Base""; ""Manager Preparation for the Appraisal""; ""Pitfalls to Avoid""; ""Elements of a Successful Appraisal""; ""Develop an Action Plan""; ""How Employee Performance Directs the Appraisal""; ""Appraisal Discussion Models""; ""CASE STUDY 2""; ""PART 4 Conducting the Appraisal ""</p> <p>""Beginning the Appraisal Discussion""""Getting to Second Base""; ""Discussing Unsatisfactory Performance""; ""Getting an Employee to Talk Freely""; ""Creating an Open Atmosphere""; ""Appraisal Questions""; ""Create an Exchange of Information""; ""Facilitate the Discussion""; ""Personal Development and Growth""; ""The Importance of Attitude""; ""Achieving Third Base""; ""Closing the Appraisal</p>

Discussion"; ""PART 5 After the Appraisal ""; ""Following Upa€?Three
Suggestions""; ""Performance Appraisal Checklist for Managers""; ""I.
PERSONAL PREPARATION""

""II. CONDUCTING THE APPRAISAL DISCUSSION""""III. CLOSING THE
DISCUSSION""; ""IV. POST-APPRAISAL FOLLOW-UP""; ""Creating a
Personal Action Plan""; ""AUTHORa€?S SUGGESTED ANSWERS TO CAses""
