

Part of the Legal and Effective Employment Series

LEGAL AND EFFECTIVE *Performance Appraisals*

Performance appraisals provide a golden opportunity for collaborative, two-way communication between supervisors and their employees. Yet, they also carry an incredible legal responsibility: the right to a fair appraisal of job performance starts with the actual job description itself. This video program discusses protection from legal problems, how to conduct an appraisal, the meeting format and goal setting.

Properly planned and executed performance appraisals fulfill a variety of worthwhile purposes for the company. They can:

- Improve productivity by providing constructive feedback
- Identify training and development needs
- Clearly communicate what is expected of the employee
- Foster mutual understanding and commitment regarding expectations and goals
- Ensure that the organization's strategic goals are carried through
- Identify employees with advancement potential
- Provide the basis for salary recommendations

This program is ideal for any organization planning on training their employees on documenting evaluations, communicating performance expectations and involving employees in the evaluation process.

Length – 30 minutes

Item # -PER000

Support Material - Leader's Guide, 10 Desk Reference Guides

Purchase – VHS or DVD \$645 Rental – VHS or DVD \$295 (7-day)

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