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# EFFECTIVE PERFORMANCE APPRAISALS





# Objectives

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- Describe performance appraisals and their purpose
- Explain the performance appraisal process
- Provide an overview of performance appraisal conversations
- Plan a discussion to align goals and performance
- Develop a personal performance plan using SMART goals



WHAT IS THE PURPOSE OF A PERFORMANCE MANAGEMENT SYSTEM OR  
PERFORMANCE APPRAISALS?

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WHAT IS YOUR EXPERIENCE WITH PERFORMANCE APPRAISALS?

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WHAT IS 360 FEEDBACK?

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# Components of the Process

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- Gather and share information
- Review and reflect on work vis-a-vis goals
- Recognize accomplishments and areas requiring further work
- Prioritize points of conversation
- Plan agenda
- Set appointment and conduct meeting



## THE CONVERSATION

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DIVERGENT & CONVERGENT  
SMART GOALS

# Create Your SMART Goal

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- Identify an opportunity for development
- Use the SMART formula
- Share with colleague





## REVIEW & SUMMARY

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WHAT KEY CONCEPTS AND PRACTICES HAVE YOU USED AND  
LEARNED?

# Resources

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- [101 Tough Conversations to Have with Employees](#), Paul Falcone
- [Effective Phrases for Performance Appraisals](#), James E. Neal, Jr.
- [Fear of Feedback](#), Jay M. Jackman, Myra H. Strober
- [Get Rid of the Performance Review! How Companies Can Stop Intimidating, Start Managing -- and Focus on What Really Matters](#), Samuel A. Culbert
- [Performance Appraisal Source Book](#), Mike Deblieux
- [Productive Performance Appraisals](#), Paul Falcone with Randi Sachs
- [The Complete Guide to Performance Appraisal](#), Dick Grote

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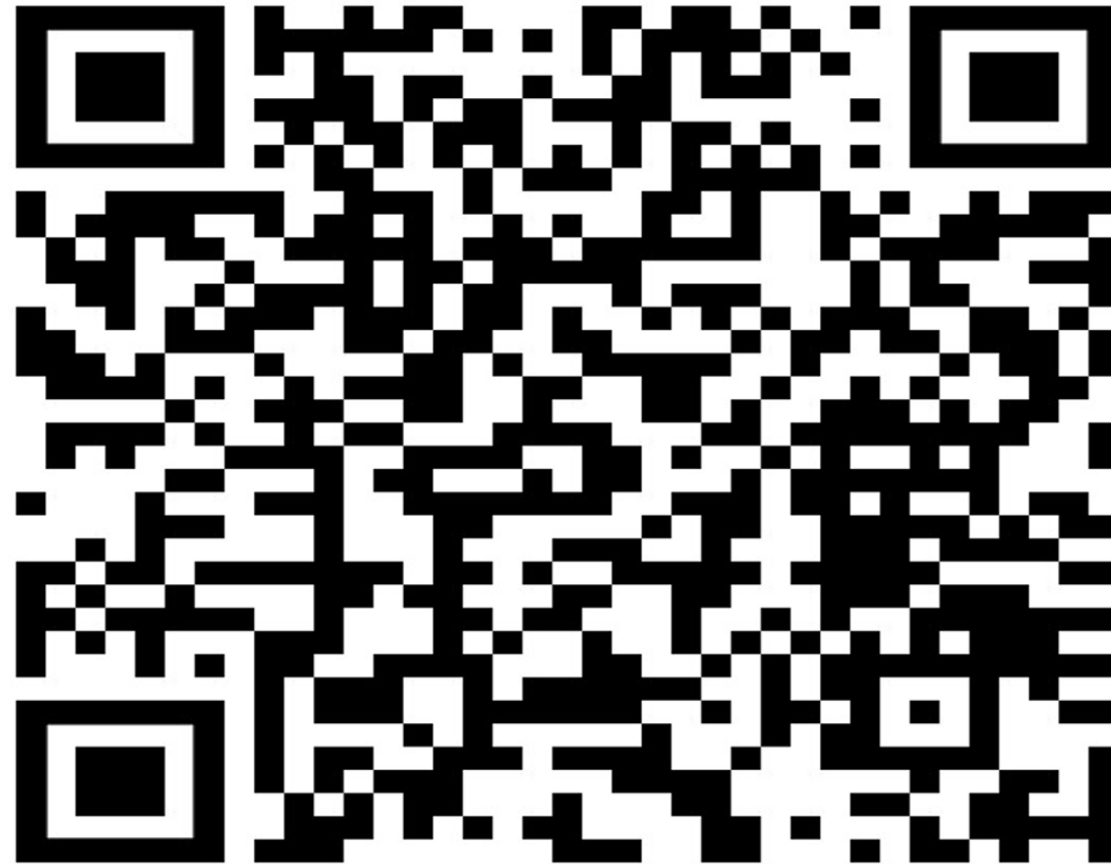
# Your Kepto EAP

- EAP Services available to employees, any household members and dependents
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- Work/Life & Convenience Services
- <https://sowi.mylifeexpert.com> Company code: SOWI

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**Please  
complete  
a training  
evaluation.**

**Thank you!**



<https://app.smartsheet.com/b/form/dacb2d9b38564db4afb5ab8426d91ad6>



# Questions & Answer

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Effective Performance Appraisals