

Employee Performance Appraisal Form

Employee Name:	Job Title:	Department:
Performance Review Period:	From: JANUARY 1, 2013	To: DECEMBER 31, 2013
Written By:	Title:	Department:

PERFORMANCE STANDARDS

Complete each performance area described below and assign the appropriate performance rating and point factor. Rating descriptions are provided below. Provide supporting rationale and/or examples for each area of review where applicable.

Providing supporting rationale and/or examples for each area of review is optional, except in the cases of 'Exceptional', 'Improvement Required', or 'Unsatisfactory.'

Each area should be assigned one of the following ratings & assigned point factors:

Rating	Performance Point Factor
Exceptional	9 – 10
Highly Effective	7 – 8
Effective	5 – 6
Improvement Required	3 – 4
Unsatisfactory	1 – 2

****Note:** Point factors should only be assigned to category ratings. An employee's overall rating is determined by calculating the simple average of the review categories.

Exceptional – Contributions and excellent work are widely recognized. Performance consistently exceeds all defined expectations, producing important and impactful results, through superior planning, execution or creativity.

Highly Effective - Most performance objectives exceed expectations. Projects and objectives are completed in a manner that expands the day-to-day scope of position and increases the impact on the Research Foundation business. The employee is viewed as having made notable contributions to the department.

Effective – Performance is competent and effective along established expectations. Initiative, resourcefulness and good judgment are generally/consistently exercised. Employee makes a solid, reliable and meaningful contribution to the department.

Improvement Required - Performance falls below expectations of position and below the job requirements and responsibilities. A Performance Improvement Plan (PIP) may be required.

Unsatisfactory - Performance falls below expectations on several critical job requirements and responsibilities. A Performance Improvement Plan (PIP) is required. Without significant improvement within a documented timeline, reassignment or separation of employment will occur.

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Practical Human Resource Information Systems SATISH K. BAGDI, 2012-05-09 Practical Guide to Human Resource Information Systems HRIS is a comprehensive presentation on global HRIS implementations and the associated challenges faced in such global projects It begins with the basic HR and IT concepts and guides the readers through the complete life cycle of HRIS applications spanning from planning to execution Both HR and IT play an equal role in the development of HRIS applications This book will help students from both HR and IT streams in assimilating the intricacies of implementation of HRIS projects HR is one of the most popular ERP product implementation topics in today's business world Its implementation needs a practical discussion using examples from real world The examples the case study and discussions in the book follow an international approach rather than discussing only a single country HRIS implementations A real life case study that flows through various chapters of the book brings out challenges in the implementation of HR specific projects In today's global economy HR is changing fast and dives into areas such as strategy outsourcing mergers and acquisitions M A This book covers all these areas and other topics that are relevant to today's HR world providing more value to the readers It provides illustrations to assist readers in visualizing the topics discussed and in developing a sound understanding of the integration and data aspects of HRIS systems This book will be useful as a text for a course in HRIS wherever prescribed for the MBA HR and MBA IT students The book encourages self directed study and thought process based on references provided at the end of each chapter and hence will also be useful to consultants HR professionals and IT professionals working with HR departments

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National Hotel Review ,1927

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New York Hotel Review ,1930

The Office Manager ,1925

Bowker's Law Books and Serials in Print ,2000

Organization and Management: Basic Systems Concepts William A. Shrode,Dan Voich,1974

Human Relations for Career and Personal Success Andrew J. DuBrin,2001-07 For

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