

Name:

Date:

Class:

Employee Performance Review

Skill:

- Application (AP)

Time on Task:

- 30–35 minutes

Goal/Purpose:

- The goal of this activity is to create an employee performance review.

When hiring employees, it is essential to conduct performance reviews for a variety of reasons, including determining promotions, assessing pay increases, or simply reviewing work performance. Using Figure 14-8 as a model, create an employee performance review for your business. In addition, prepare a report of two to three paragraphs answering the writing prompts below. When completed, submit them according to the method requested by your instructor. This information may be reported to the class according to your instructor's guidelines, so be sure to provide enough information to facilitate a discussion.

1. How frequently would you want to evaluate your employees?

Answer:

2. Explain whether you would or would not ask your employees to complete a self-appraisal or self-assessment prior to you going over the performance review with them?

Answer: