



Performance Appraisals

Compare your answers with the correct ones below to learn what is true and what is false regarding performance appraisals.

1. It is important that both you and your employees have a mutually agreed upon understanding as to what is acceptable job performance.

True - Before you evaluate an employee's work performance, it is important that they know your expectations. It is a good idea to set specific goals, if applicable.

2. Performance feedback should be limited to the performance appraisal.

False - Effective supervisors provide immediate positive and constructive feedback throughout the year.

3. You should always base current performance on past performance.

False - You should not let past performance influence an employee's current performance. Always focus on the current period being reviewed.

4. Just because an employee performs badly in one area does not make his/her overall performance bad.

True - You should always look at the employee's overall performance. Do not let the outcome of one task determine your overall rating. The same goes for good performance.

5. It is sometimes a good idea to overrate a poor performer as a motivational tool.

False - This creates several problems. Not only does it prohibit the employee from improving his performance, but if you ever choose to terminate the employee because of his performance, you could be subject to a wrongful termination claim if challenged.

6. The employee should be given the opportunity to submit written comments once the results of the completed appraisal are reviewed.

True - This serves as documentation that the employee participated in the discussion. If the employee refuses to sign, you should note this on his appraisal.

Scoring

6 - If you got a perfect score, great job! Contact your local Express office to find out how you can receive information to stay current on this and other HR issues.

4 - 5 - You're on top of your HR game! However, your local Express office can help you solve any HR challenges that you're facing. In this litigious world, it's nice to have someone to help you deal with tough HR questions.

2 - 3 - We'd like to help solve your HR issues! Call Express today to find out how we can help with your performance appraisals.

0 - 1 - Keeping up with everything in the HR world is tough, but Express can help enhance your HR team. Check out our HR Hotline, a service that connects you with HR experts ready to answer your questions and help solve your HR challenges. Contact your local Express office today to find out how they can help you.