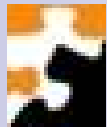


# Performance Appraisals



*HR Advantage*  
*Lynette Weatherford*  
417.894.3667  
[www.hradvantageweb.net](http://www.hradvantageweb.net)



# Performance Management

- In today's market it is vital that employees feel appreciated and valued by their employer. Therefore companies who elect not to have regular performance appraisals are running the risk of higher turnover, higher absenteeism, and poor morale therefore affecting their bottom line "profit loss".
- It has been proven that companies who initiate a performance review process are more likely to enjoy less turnover, increase in production, added value to the margin, and overall reduction of potential employment liability.
- What is our role in implementing a company-wide plan in addition to training front line managers in performing the reviews without apprehension.



# Performance Appraisal?

- “The most universally hated tasks that managers undertake, and one of the most important tasks that they have.” Deborah Keary

**However, it's more than just completing the form...**

- Provides employee with expectations
- Orients the employee to organizational policies
- Establishes objective goals for the rating period
- Communicates career-mapping strategies



# Why Have Performance Reviews?

- Reduction in Turnover
- Absenteeism Trends
- Adds Value to Margin
- Good for Organization
- Elimination of Potential Liability





# Performance Appraisal v. Performance Management

## A Matter of Perspectives

### Appraisal

*One time event*

*Presentation*

*Short Term*

*Correction oriented*

*Completing form*

### Management

*Ongoing*

*Potential*

*Long Term*

*Progress steps*

*Planning/goal setting*

# Reduction in Turnover

Normally, the number one reason why employees leave and organization is due to **not feeling appreciated** or being **recognized for their efforts**.



## Turnover is Costly.....

- Cost of Hiring (Ads, Interviewing, Prescreen, etc.)
- Cost of Training (Orientation, co-worker, O.T.)
- Administrative costs (Administrative)



# Absenteeism Trends

*Absenteeism is the number one reason for turnover.*

*Normally, There is an underlying factor such as;*

- Not being satisfied in the job
- Low morale in job
- Drug or Alcohol abuse
- Simply not caring

*Absenteeism is the most simple to track, discipline, and subject to termination.*



# Adds Value to Margin & Organization



- Adhering to budget (reduction of turnover)
- Increase in employee morale
- Clear job expectations and career path
- Increasing self-worth among employees
- Increase in team work





# Elimination of Potential Liability

*“When an employee situation becomes a legal situation, there is not substitute for proof”.*

- Keep copies of records (i.e. performance reviews, counseling's, noted performance, absence, etc.)
- Maintain accurate performance data (Performance that has been Observed and Communicated with employee)
- Meet regularly with employee for feedback. This will reduce any surprises.
- “3-D’s” Document, Document, Document