# Example of an appraisal scheme for manual employees

Name	
Job title	
Department	
Length of time in post	Date of appraisal/_/
1. Job description (to be agreed with the emp	loyee)

2. Assessment of performance (tick as appropriate)

	Superviso r's Comment s	A Well ahead of standard	B More than satisfactor y - slightly above job requireme nts	C Less than satisfactory - needs slight improveme nt	D Unsatisfacto ry - below the standard reasonably expected
Volume of work How does the amount of work done compare with the job requirements?		Exceptionally high output	Output is usually above average	Output is occasionally unsatisfactor y	Insufficient – improvement needed
Job knowledge Does the employee have the knowledge to do the job properly?		Exceptionally thorough knowledge of own and related work	Good knowledge of own job and related work aspect	Lack of job knowledge sometimes hinders progress	Inadequate knowledge of own work
Safety awareness Consider in regard to safe working practices		Highly motivated towards safety. Always insists on safe working practices	A good attitude to safety and encourages others likewise	Sometimes has to be reminded of safety precautions at work	Disregards basic safety precautions

# **Manual Performance Appraisal**

**National Finance Center (U.S.)** 

#### **Manual Performance Appraisal:**

Performance Appraisal Manual for Managers and Supervisors William S. Hubbartt, 1992 *Employee* Performance Appraisal Manual, San Antonio, Texas International City Management Association, 1984\* A Self-instructional Manual On--HUD/AFGE Bargaining Unit Employee Performance Appraisal System ,1983 Employee Performance Appraisal Manual San Antonio (Tex.),1988 Performance Management and Appraisal G. Edward Evans, 2004 CD ROM contains performance appraisal forms in Word and Adobe Acrobat format **PACE Manual** Colorado. Department of Payroll/personnel Processing Manual National Finance Center (U.S.),1985 Personnel.1989 An Assessment Manual for Medical Groups Courtney H. Price, Darrell L. Schryver, Alys Novak, Medical Group Management Association, 2002 Determine what s working in your practice and eliminate what isn t This edition shows you how to gather crucial information about your practice by listing the pertinent questions in all areas The results will help you decide which management areas to strenghten Tables and questions address external and internal environments financial management human resource management information systems operations management planning and marketing and quality improvement

Performance Appraisal System Hawaii. Department of Human Resources Development,1996 Performance Appraisal Best Practices Steven M Bragg,2025-05-22 Managers need to provide fair and accurate performance appraisals to their employees but the result is sometimes muddled and stressful The Performance Appraisal Best Practices manual provides guidance by describing every step in the appraisal process including preparatory work by the manager and employee the performance discussion and how to handle the more difficult topics The manual also addresses the performance appraisal review form and the development plan as well as the different types of performance review models and the situations in which they are most applicable In addition it describes how to mitigate some negative aspects of the process In short the manual can be used to create a more effective and less stressful performance evaluation process

Staff Performance Appraisal and Development Manual North Carolina State University. Division of Personnel
Services, 1979 Employee Performance Appraisal System (EPAS) Arizona. Department of Administration. Personnel
Division, 1987 Factor/anchored Performance Appraisal System Colorado. Department of Personnel, 1983

Performance Appraisal Design Manual Ferdinand F. Fournies, 1983 Supervisor's Guide to Performance Appraisal Colorado. Department of Personnel, 1981 Performance Analysis and Appraisal Robert D. Stueart, Maureen Sullivan, 1991 Supervisors at all levels need practical advice and specific approaches on how to evaluate staff This manual provides background principles and proven guidelines for describing positions and evaluating individuals occupying them Specific examples and step by step approaches to job descripiton job analysis and performance appraisal should enable supervisors to write job enrichment specifications of an individual employee s job related strengths and weaknesses Forms and checklists are also included Employee Appraisal System Minnesota. Department of Personnel, 1974 Performance Appraisal

Manual Nova Scotia. Civil Service Commission. Human Resource Development,1983 Payroll/personnel Processing
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(U.S.),1985 Manual on the Executive Performance Appraisal System Research Hospital and Medical Center (Kansas City, Mo.),1970

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