



SETTEC  
THE TRAINING HOUSE!

# Performance Appraisal

## Introduction:

The observations and understanding of the performance appraisal process helped reduce a monumental task into something much more manageable.

The term performance appraisal has been called by many names, including performance review, performance evaluation, personnel rating, merit rating, employee appraisal or employee evaluation. A performance appraisal has been defined as any personnel decision that affects the status of employee regarding their retention, termination, promotion, transfer, salary increase or decrease, or admission into a training program.

## Objectives:

### **We will help you to:**

- Translate organizational goals into individual job objective.
- Communicate management's expectations regarding employee performance.
- Provide feedback to the employee about job performance in light of management's objectives.
- Coach the employee on how to achieve job objectives/requirements.
- Diagnose the employee's strengths and weaknesses.
- Determine what kind of development activities might help the employee better utilize his or her skills improve performance on the current job.

## Contents:

- Provided employees the opportunity to formally indicate the direction and level of the employee's ambition
- Show organizational interest in employee development, which was cited to help the enterprise retain ambitious, capable employees instead of losing the employees to competitors
- Provided a structure for communications between employees and management to help clarify expectations of the employee by management and the employee
- Provide satisfaction and encouragement to the employee who has been trying to perform well.
- Promotion, separation, and transfer decisions
- Feedback to the employee regarding how the organization viewed the employee's performance
- Evaluations of relative contributions made by individuals and entire departments in achieving higher level organization goals
- Criteria for evaluating the effectiveness of selection and placement decisions, including the relevance of the information used in the decisions within the organization

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- Reward decisions, including merit increases, promotions, and other rewards
- Ascertaining and diagnosing training and development decisions
- Criteria for evaluating the success of training and development decisions

### **Language:**

- The language of instruction will be in English /Arabic
- The materials for the trainees will be in English.