

# Performance Evaluation

The annual performance appraisal is an opportunity to clarify the past and set a course for the future. However, it is not an experience that most employees or supervisors look forward to without some trepidation. It creates more tension and anxiety than any other single job experience. Yet it is a necessary process.

The major goal of the annual performance appraisal/performance management effort is to encourage and reinforce high levels of performance...continuously. In order to meet this goal, it becomes essential for every employee to:

- Know and understand what is expected of them
- Know that their efforts are supported, recognized and appreciated
- Know and understand how they are being evaluated, and to believe that the evaluation is fair
- Receive honest feedback and evaluation about their performance
- Believe they are appropriately compensated for their performance and results

An appropriate performance appraisal system must include the following elements:

- Job-related performance criteria
- Objective evaluation standards
- Measurable goals and objectives
- The flexibility to address a variety of special needs
- The ability to create and stimulate communications between supervisors and employees

Springsted's Human Resources Group is well versed in the necessary methodologies to accomplish these tasks, and has the experience that will assure as smooth a process as possible to ease the comfort level of your employees.



## Organizational Management and Human Resources Services

### Planning & Strategy

- Community Surveys
- Facilitation
- Organizational Improvement Studies
- Resource Sharing Through Intergovernmental Cooperation
- Strategic Planning

### Managing & Performance

- Compensation and Benefit Systems
- Performance Evaluation Studies
- Personnel Policies
- Position Classification and Evaluation Studies