



# The First-Time Manager's Guide to Performance Appraisals

*Diane Arthur*

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## **The First-Time Manager's Guide to Performance Appraisals** Diane Arthur

Conducting performance appraisals can be a daunting prospect, especially for new managers. With the same brand of accessible and sage advice readers have come to rely on from "The First-Time Manager", this helpful guide provides straightforward, useful information that will enable anyone to take on this important task with confidence and skill. Filled with ready-to-use tools including sample dialogues, phrases, and documents, as well as plenty of useful tips, "The First-Time Manager's Guide to Performance Appraisals" shows readers how to: review an employee's past performance; prepare for the face-to-face meeting; assess how successful the employee has been at meeting goals; set new objectives; help develop career plans; evaluate performers at every level; understand the importance of coaching and counseling throughout the year; write up the appraisal and use ratings; and, follow up effectively. This book is an essential resource for managers who want to get the most from the performance appraisal process ...and from their people.

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