

Collecting Employee Performance Information

The appraisal form is one of the critical components for an employee's success or failure at a job. Poorly written appraisal forms will lead the employee to believe that he or she is hopeless or to feel that the meeting with the manager was a waste of time. Think about a few of your performance reviews. Were they well written? How did you feel after the reviews were over? Did the meeting with the manager or HR professional encourage you to set new work-related goals? What do most employees believe about the appraisal form and appraisal process?

As an HR professional, it is your job to make sure the employee and the manager realize that the performance appraisal form is an essential tool to use in order to help the employee meet or exceed the required job responsibilities. This form is also used to measure the employee's performance. Review a few forms presented in your textbook and search the Internet for samples. Compare those appraisal forms with the appraisal forms used in your organization. What are some similarities or differences in the appraisal forms? There are several sections to complete on the appraisal form, but one of the few critical areas to understand from an HR perspective is how the evaluator can interpret the employee's performance. The manager can take a judgmental approach or a mechanical approach. The mechanical approach is most suitable since the judgmental approach can be filled with biases from the manager. The performance review should be conducted every three months or six months for the employees. Remember that employee performance reviews are classified as formal meetings and should be well documented. As you reflect on the performance review process, how can you link specific, measurable, attainable, relevant, and timely (S.M.A.R.T.) goals to your next evaluation?

S.M.A.R.T. Goals

Review the tabs to know more about the S.M.A.R.T. goals.

(S) Specific

Clearly define an objective or a goal.

Examples

In six months, you want to implement a new human resource information system (HRIS) for the organization.

(M) Measurable

Determine at what intervals you will evaluate the

objective/goal.

Examples

Assess the implementation process every two months.



(A) Achievable

Assess how you will know if the objective/goal is achievable (knowledge, skills, abilities).

Examples

Evaluate your current knowledge of the organization and the required HRIS.



(R) Realistic

Objectives/Goals must be realistic. What results/desired outcome do you want to achieve?

Examples

The objective is to streamline the HR functions in six months.



(T) Timely

What time frame will you give yourself to achieve the objectives/goals?

Examples

Implementation needs to be completed in six months.



Additional Materials

From your course textbook, *Performance Management*, read the following chapter:

- Gathering Performance Information

From the South University Online Library, read the following article:

- Why Performance Appraisal Does Not Lead to Performance Improvement: Excellent Performance As a Function of Uniqueness Instead of Uniformity [□](#)



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