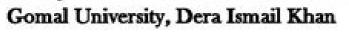
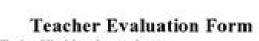
Appraisal feedback format

I'm not robot!

Quality Enhancement Cell





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(1 o be inted i	by the student)	
Course Title and Number:		
Name of Teacher:	Semester	

Department:

iotes:	1950 - 1967 - 1967 - 196	-0000			110000	
L	Command Over Subject The Teacher is prepared for each class	5	4	3	2	
	The Teacher demonstrates knowledge of the subject	5	4	3	2	í
	The Teacher provides additional material apart from the textbook	5	4	3	2	
	The Teacher gives citations regarding current situations with reference to Pakistani context.	5	4	3	2	
5.	The Teacher maintains an environment that is conducive to learning	5	4	3	2	7000
6.	Teacher always think about the demands made by other modules you're doing	5	4	3	2	
11.	Behavior With Students					
1.	The Teacher is fair in examination	5	4	3	2	
	Teacher is approachable	5	4	3	2	
3.	You usually get advice if you're having difficulties	5	4	3	2	
4.	The Teacher shows respect towards students and encourages class participation	5	4	3	2	
5.	Students are encouraged to participate in discussions	5	4	3	2	
6.	The Teacher give constructive feedback on the work you do	5	4	3	2	
7.	The Teacher really motivates students to do their work	5	4	3	2	
8.	On the whole the Teachers are really enthusiastic about Teaching Student.	5	4	3	2	
ш.	Regularity					
1.	The Teacher arrives on time	5	4	3	2	
	The Teacher leaves on time	5	4	3	2	
3.	The Teacher returns the graded scripts etc. in a reasonable amount of time	5	4	3	2	2000
4.	The Teacher was available during the specified office hours and for after class consultations	5	4	3	2	O CONTRACTOR OF

Page 1 of 2

PART III - BEHAVIORAL TRAITS

1. Dependability - Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

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Comments: ____

2. Cooperation - How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

Unacceptal	ble			Superio
D1	2	□ 3	□4	

Comments: ____

3. Initiative - Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

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	□ 2	□3	-4	

Comments: ____

4. Adaptability - Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

Unaccepta	ble			Superio
01	□ 2	□3	□4	

Comments: ____

5. Judgment - Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Unaccepta	able			Superio
1	□ 2	□3	□4	

Comments: ____

6. Attendance - Consider number of absences, use of annual and sick leave in accordance with policy.

□Unacceptable ☐ Acceptable

Comments: ____

7. Punctuality - Consider work arrival and departure in accordance with departmental and policy. □ Acceptable

□Unacceptable

	-	•	1070
Proposition and the con-			
Comments:			

Training Evaluation Form Date of Presentation:

The presenter and / or presentation was effective

Presenter's Name:

Topic or Session:

Please complete the evaluation for today's training session – your feedback is valuable

Criteria	Strongly agree	Agree	Disagree
Training was relevant to my needs	4	3	2
Materials provided were helpful		- 1	
Length of training was sufficient			
Content was well organised	1	9	
Questions were encouraged			
Instructions were clear and understandable		8	
Training met my expectations			

Workshop Evaluation Form

	Workshop Title				
Instructions: Please indicate your level below.	el of agr	eement	with the	e stateme	nts listec
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The content covered useful material.	-	_			
2. The content was practical to my needs and interests.			-		
3. The content well organized.	_		_		
4. The content presented at the right level.	E-14		<u></u>		
5. The activities were effective.	·	_	_		
6. Useful visual aids and handouts were provided.	2-5		15		
7. The instructor's knowledge was up to par.				_	
8. The instructor's presentation style was up to par.					
9. The instructor covered the material clearly.	_	_			
10. The instructor responded well to questions.					
How could this workshop be improved?					

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Oral Presentation Evaluation Form Item excellent needed Presentation Content Simplicity appropriate for audience Research problem clearly stated Context and importance of research demonstrated Results easily and clearly interpreted Conclusions to point, corresponding to problem Visual aids Clear, catchy slides, not overcrowded Contribution of colors to understanding, not distracting Font (size, style, quality) Legible figures conveying results effectively Performance Smooth transition from issue to issue Audience contact, eye contact Voice and pacing, Articulatino Engagement, enthusiasm Body language, gestures General Organization of information Clear 'take home message' Ability to answer questions Adherence to time limit Additional comments:

How to write appraisal feedback examples. Appraisal feedback form. What to say in appraisal feedback. What to write in an appraisal feedback.

When done correctly the performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and managers to reflect on goal outcomes, track professional development, measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing tool for employees and measure job performance appraisal is an amazing to the performance appraisal is an amazing to the performance appraisal is an amazing to the performance appraisal is a performance appraisal is a pe leading companies approach the appraisal in our Essential Guide to Performance Reviews. There are many types of reviews to suit every stage of your performance management process, but every review needs to have one thing in common: an open and honest discussion between an employee and their reviewer. Here are five templates for performance reviews covering different areas of assessment. Objectives & Outcomes Template for Performance review form includes an employee self-assessment and a reviewer's assessment areas of assessment ar employee's demonstration of your company values. While most of the employee's performance rating gives an indication of the employee's performance reviews in Google Sheets and Excel here. Looking for inspiration on what goals will be important in the next year? Check out our research on the top 10 employee goal examples for 2020. Competency Template for Performance Review template Review template Review template Review t for hierarchical organizations (like consulting firms) where the job roles and criteria for advancement are very clearly defined. You can customize the weightings per competency to adjust for what really matters in each area, for every job role. Download the Competency template for performance reviews in Google Sheets and Excel here. Professional Development Template for Performance ReviewA great employee by professional development within your organization. Encouraging employees to be autonomous and to practice self development within your organization. Encouraging employees to be autonomous and to practice self development within your organization. evaluates the core skills that are needed at your organization, and identifies the training and support needed to help employees develop in these key areas. Download the Professional Development template for performance reviews in Google Sheets and Excel here. When completing your performance review it helps to have the right vocabulary to properly assess your progress. We've got 70 performance Review Reviews shouldn't just be a once a year process! In addition to regular 1-1 meetings and check-ins, a mid-year review is a chance to reflect on progress and course correct on any objectives heading off track. A really quick and easy section called Start, Stop, Continue asks employees and managers to list what the employee should start doing, stop doing and continue doing. You can easily tie this to your 360-degree feedback process to gather input from colleagues and clients and get a holistic view of an employee's ongoing performance. Download the Mid-Year template for performance reviews in Google Sheets and Excel here are to have a review of the onboarding cycle and a chance for a new employee (generally those who joined you around three months ago) to document their time spent settling in and plan for their next phase as a permanent team member. It'll also provide you in HR with some valuable feedback on the gaps in your onboarding process and where you can make this clearer for new starters in future. Download the End of Probation template for performance reviews in Google Sheets and Excel here. Of course, a great template is only effective if you've spent time setting up an outstanding performance appraisal process. Once your reviews are underway, we've got helpful tried and tested tips for leaders and managers to get the most out of your performance reviews, however often they're taking place. Want to use these templates and more in your own PeopleGoal account? Check out our App store! Employee performance reviews are important for every business, but their effectiveness depends on how they are conducted. They can empower your employees to reach new heights - or they could drive them away from your company. A great review helps your employees identify growth opportunities and potential areas of improvement without damaging employee-manager relations, but writing a strong review looks like. Compounding the problem, small businesses frequently struggle with limited resources. For a company with 1,000 employees to conduct accurate and helpful performance reviews, a full-time HR staff of 14 is ideal. Even a company with 100 employees needs a full-time HR staff of 14 is ideal. employee review. What is an employee performance review, also known as a performance review, also known as a performance review, managers evaluate that individual's overall performance, identify their strengths and weaknesses, offer feedback, and help them set goals. Employees typically have the opportunity to ask questions and share feedback with their manager as well. They may also fill out a self-evaluation as part of the performance evaluations have traditionally been annual reviews, more companies are moving toward quarterly, monthly or even weekly feedback. Some organizations have fully eliminated the formal performance reviews, replacing it with regular, casual one-on-one check-ins with management. Regardless of how frequently or in what manner your company conducts performance reviews, these meetings should benefit employees and managers alike. Workers gain a better understanding of what they are doing well and where they can improve, and they can ask questions or provide feedback to their managers. In turn, managers have the opportunity to communicate expectations with their team, identify their highest performers, correct issues before they escalate, and increase engagement and motivation. What to include in an employee performance review Regardless of industry, most employee reviews include assessment of these skills: Communication and teamwork Problem-solving Quality and accuracy of work Attendance, punctuality and reliability The ability to accomplish goals and meet deadlines A review should also include any company-specific or position-specific or position-specific competencies, as well as the employee's accomplishments and contributions to their role or organization. After addressing the key areas of assessment, vou'll need to evaluate and weigh each to get a picture of the employee's overall performance. The way you format and organize this information is up to you as well as your company's needs. Some organizations use a grading system of the time," "some of the time," "some of the time"). Whichever system you use, make sure that it is objective and easy to understand. Once you finish the grading process, set up a time to discuss your findings with each employee. It can be helpful to have a written copy of the evaluation to reference and keep your meeting on track. Be sure to deliver feedback, with examples where appropriate, and allot enough time for the employee to ask questions or deliver feedback. How performance management software can helpTo reduce the financial burden on your small business, you might consider integrating performance management software into your annual review process. Companies such as Insperity, Namely and ADP Workforce Now are HR platforms that help small and midsize businesses provide effective employee feedback. A quality performance management system delivers real-time reports and enhances collaboration between employees and managers. The platform helps you complete the process and stores the results for later review. But even with such a program, you still need to know what to say and how to say it if you want your review process to result in greater employee engagement and retention.1. Provide regular, informal feedback. While performance reviews typically happen once or twice a year, feedback should not be limited to those short review time. "Don't catch your people off quard in a performance review," said Erika Rasure, assistant professor of business and financial services at Maryville University. "This should not be the first time that they are hearing from you take constant notes on employee performance - especially when there are no performance reviews on the horizon. "Employees deserve a robust assessment of their work for the entire period being covered," said Gary Schneeberger, founder and president of ROAR. "Far too many performance reviews are based only on what the manager can remember from the last few weeks before the evaluations are due to HR. Managers have to be intentional about taking and filing notes." Don't neglect your top performers. If you're only addressing issues or focusing on the employees who aren't performing as well as others, you're missing an opportunity to express gratitude to those who shape the innovation, creativity and culture within your company. Though they may not need as much guidance as other employees, these individuals could lose their passion or motivation if they are not occasionally recognized. "Highly valuable employees who do their job and do it well are often not the priority of concern in performance review cycles, resulting in missed opportunities to communicate how much the organization values the drive and the results of the top performers," said Rasure. "An unexpected 'keep up the great work' email [or] a quick phone call or text sends a consistent signal to your employee that you are paying attention and value what they do." 2. Be honest. No worker is perfect, and there will always be room for improvement. Decide what is worth addressing, and don't hesitate to bring it up. If you know an issue is affecting your team, tiptoeing around the subject won't get you anywhere. James R. Bailey, professor of leadership at the George Washington University School of Business, encourages being honest with workers, but not brutally. Deliver feedback in a way that you would want to receive it. The discussion is unavoidable, so choose an appropriate approach and stick with it. "If someone is a poor performer and you don't squarely address it, know that everyone else in the office knows that the person is a poor performer, and [employees] will brand you as weak or cowardly for not addressing the situation," Bailey said. Managers should also demonstrate and expect clarity, said Leon Rbibo, president of Laguna Pearl. "There needs to be crystal-clear clarity on both sides of the table, both in what the employee moving forward and in what the employee needs from the manager." Without clarity, Rbibo said, nothing you discuss during the evaluation will help the situation, and you'll find yourself discussing the same topics at the next performance review. So be clear, be honest, and remember that nothing will change if it is not addressed. Do it face to face. The written review should be a brief but direct overview of discussion points, making for a more nuanced face-to-face conversation. You might want to schedule a meeting in a coffee shop or out-of-office location to provide a comfortable atmosphere. If you're reviewing remote workers, schedule a wideo chat so you're still having a live conversation. This approach leaves room for discussion and feedback on their end and prevents miscommunication. "The only way to deliver performance reviews is face to face, with ample time to present and process, listen and respond," said Bailey. "It's just too important to relegate to email or telephone. Doing so would send a signal that you didn't care enough about the subject to even take the time to meet." After outlining any shortcomings or mistakes, discuss resolutions to those problems, and push employees to comment or things an employee has done well, make sure you have clear examples to reference. (This is why it's important to take notes over a long period of time.) "If you've got nothing to refer to, then you're speaking anecdotally," said Rbibo. "This prevents clarity and understanding. If an employee is falling behind in certain key performance areas, point to one or two specific examples, and address how you'd like those handled differently in the future." Having examples proves to the employee that you are paying attention and adds credit to your expectations. 5. End on a positive note. Don't leave the review without mutual understanding and respect, and don't let any employee feel like they're in the dark going forward. "Use the review process as an opportunity to set attainable goals specific to addressing the expectations the employee isn't meeting, but which also makes the employee feel like they have a clear, reasonable plan of action that can get them back on track," said Rasure. Encouraging your employee's spirits after a somewhat negative evaluation. Positive

reinforcement and constructive feedback can go a long way in giving workers the confidence and drive they need to perform better.6. Choose your words with care.Pay close attention to how you phrase such as "good" or "satisfactory".Here are five words and expressions that will help you effectively highlight an employee's contributions, based on James E. Neal's Effective Phrases for Performance Appraisals (Neal Publications, 2009). Achievement: Incorporate this into a phrase, such as "achieves optimal levels of performance with/for ... "Communication skills: Phrases like "effectively highlight and expressions that will help you effectively highlight and expressions have a supplication of the properties of the properties have a supplication of the properties of the properties have a supplied to the properties of the properties have a supplied to th communicates expectations" or "excels in facilitating group discussions" go a long way with an employees' creative side can make for happier, more motivated staff. In a performance evaluation, try phrases like "seeks creative alternatives," followed by specific examples and results. Improvement: Employees like hearing that they are improving and that it's being noticed. "Continues to grow and improve" and "is continuously planning for improvement" are two constructive phrases to use in a performance review. Management ability: Leadership skills and the ability to manage others are key to employee success. Phrases such as "provides support during periods of organizational change" carry weight with your employee. Richard Grote, author of How to Be Good at Performance Appraisals (Harvard Business Review Press, 2011), said that instead of using terms like "good" or "excellent" in a review, employers should opt for more measurement-oriented language. In an interview with Hcareers, Grote noted that action words like "excels," "exhibits," "demonstrates," "grasps," "generates," "monitors," "directs" and "achieves" are more meaningful. How to implement performance management software Mastering your language and approach are your first steps. The true cost of performance reviews to your organization is the time managers and HR staff spend gathering and writing the material that serves as the foundation for each review. That's where performance management software can help. Depending on your HR requirements, you can incorporate an open API system or outsource the entire process to a third party. Companies like Namely offer an open API platform that allows you to customize the software to fit the size and scope of your HR requirements. This type of system allows managers and HR staff to set and monitor goals and to create custom reviews. It automatically solicits responses from managers, employees and peers for the review cycle. It also creates a process for an employee-centered review known as a "360 review." Employees can use the custom-built API platform to self-serve many of their HR needs, which can save your team hours each week. Another cost-saving system is a professional employer organization (PEO) like Insperity or ADP Workforce Now. Ideal for small and midsize companies looking to reduce their HR expenditures, this option allows you to outsource performance reviews and other HR tasks through a co-employment arrangement - a contractual agreement where the provider assumes responsibility for assigned tasks. Using the PEO company's apps, managers and employees have real-time access to payroll, time and benefits. PEOs also provide the full range of professional HR benefits, including compliance with the latest employment regulations. Good and bad real-life performance reviews because the ratings were not all "exceeds standards." "Her reason for the protest was that she tried really hard," he said. Knowing her boyfriend was a basketball player, Schneeberger asked the intern if his working hard at every practice automatically meant he should start, and she was quiet. "I pointed out that my job was the same as his coach - to help her get better so she could figuratively get off the bench and into the game as she embarked on her career. I needed to teach her how to get better - and I couldn't do that if she was already perfect." Bad: Lunchtime evaluation sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal, unhelpful evaluation sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal, unhelpful evaluation sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal, unhelpful evaluation sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal, unhelpful evaluation sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal, unhelpful evaluation sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal, unhelpful evaluation sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal sergei Brovkin, founder and principal of Collectiver, recalled a manager who held very informal sergei Brovkin, founder and principal sergei Brovkin, founder an one of the reasons I left the company." Bad: False positivity Mike Cox, president of Cox Innovations, spoke of a time when he was serving as an HR leader and had a colleague come to him with the decision to terminate an employee. Upon reviewing the employee's performance evaluations, Cox could not see any evidence of poor performance or mistakes. "I was told that the employee was performing poorly at the time of the review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] an inaccurately positive review but was considered very important to an ongoing project, so [they were given] and they were given as a supplication of the review but was considered very important to an ongoing project. given. The employee was terminated anyway and wound up suing for wrongful termination, leading to a costly settlement for the business. Performance review process can be a difficult time for both managers and employees, especially when they don't have an established framework to guide the conversation. A review template is necessary to ensure successful interactions throughout your organization. If you're struggling to write a template for companywide use, consider these four performance review templates to get you started. Sammi Caramela and Kiely Kuligowski contributed to the reporting and writing in this article. Some source interviews were conducted for a previous version of this article.

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