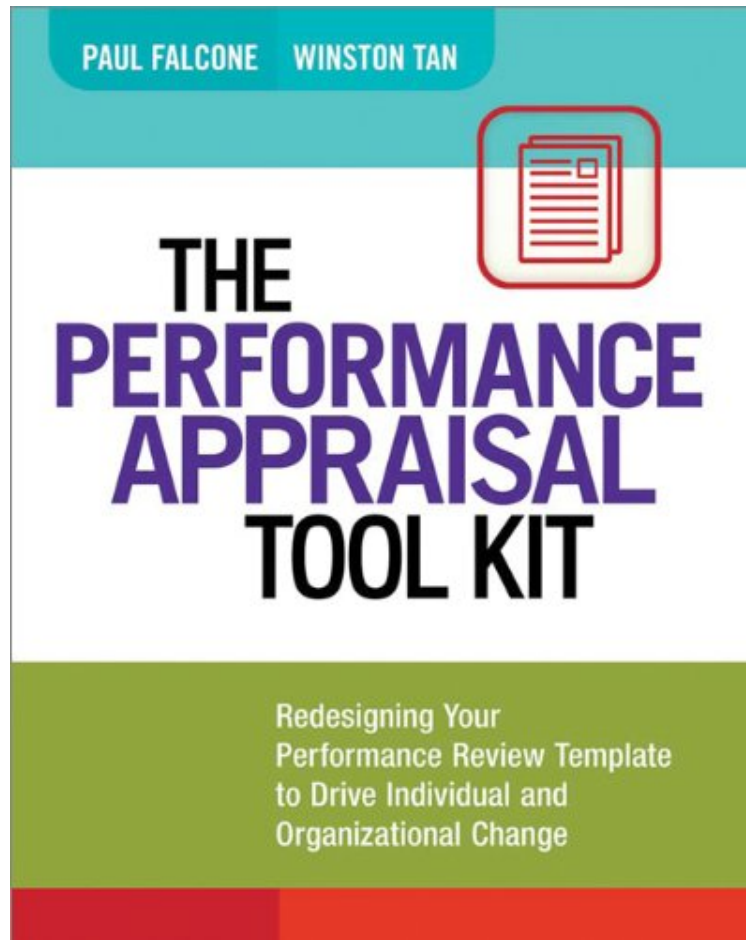


(Mobile ebook) The Performance Appraisal Tool Kit: Redesigning Your Performance Review Template to Drive Individual and Organizational Change

# The Performance Appraisal Tool Kit: Redesigning Your Performance Review Template to Drive Individual and Organizational Change

*Paul Falcone, Winston Tan*  
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**Paul Falcone, Winston Tan : The Performance Appraisal Tool Kit: Redesigning Your Performance Review Template to Drive Individual and Organizational Change** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Performance Appraisal Tool Kit: Redesigning Your Performance Review Template to Drive Individual and Organizational Change:

4 of 4 people found the following review helpful. A Go-To Resource On Performance Management for HR and Sr. ExecutivesBy HR ImogeneBuy The Performance Appraisal Tool Kit - You'll be glad you did!Based on the solid information in it and the way in which it's structured, I anticipate that it will be a resource I use repeatedly.It's helpful to me right now based on our current organizational status and as our needs change over time, there is much in this

well written tool that we can use so that our approach to performance management evolves as the organization evolves. If you read it cover to cover - you will find this book helpful. If you read in sections - you will find elements that you can apply to improve your process. This tool offers value from a strategic and/or a practical standpoint. I work in HR and began talking about this book with my company executives. Our COO requested a copy and is now reading it. Buy The Performance Appraisal Tool Kit - You'll be glad you did! 0 of 0 people found the following review helpful. This turned out to be perfect, I am able to use the suggestion to ... By Veronica H. We have a small business and for awhile were not conducting performance appraisals but decided we should. I was at a loss as to how to conduct effective complete appraisals and this was just what I needed. I have since used it every quarter for that last 2 years. 1 of 1 people found the following review helpful. Very useful information By Gail Kenny The book was very helpful in creating a performance appraisal format that fits our organization. Lots of different examples that would fit business or nonprofit models. The only thing more helpful would be a website that book purchasers could log into that would allow readers to access electronic versions of the appraisals in the book -- saving a user time in recreating the forms.

A well-crafted performance plan has the power to dramatically impact a company's bottom line by increasing efficiency and effectiveness in the workplace. This uniquely practical book provides a customizable appraisal template covering the essential areas of performance and conduct and reveals how you can adapt it to fit varying business strategies. Taking into account factors such as workforce composition, company growth stage, and organizational goals and challenges, The Performance Appraisal Tool Kit shows you how to: 

- Profile ideal employee performance and behavior
- Design competencies that power performance, both at the individual and enterprise level
- Drive future change by setting your organization's strategic direction
- Retool the appraisal as needed to ratchet up expectations over time.

Complete with model performance templates that make redesigning your current program simpler, this one-of-a-kind guide will help you create a dynamic appraisal system that's flexible and adaptable enough to accommodate market changes, revised priorities, and increasing productivity targets.

From the Back Cover An organization that knows how to measure and manage the performance of its people sets itself apart from the competition, gets the most out of its talent, and enables itself to reach its full potential. Yet for most companies, performance reviews are relegated to a perfunctory annual "check-off" ritual, serving to justify merit increases and little more. A powerful, well-crafted performance plan can impact your organization's bottom line by producing higher efficiency and effectiveness in the workplace. But just as your organization is a unique entity, the best performance plans aren't created equal. Showing you how to design a comprehensive, adjustable performance evaluation program tailor-made for the specific, evolving needs of your organization, The Performance Appraisal Tool Kit provides a customizable appraisal template that takes into account factors such as workforce composition, company growth stage, and organizational goals and challenges. Covering the essential areas of performance and conduct, this practical, step-by-step book reveals how to: 

- Transform your performance management process from a rote, mandatory exercise into a living, breathing part of your organization.
- Design competencies that power performance, both at the individual and enterprise level.
- Connect the appraisal to organizational and individual growth and development.
- Profile ideal employee performance and behavior.
- Use the appraisal process to ratchet up expectations of individual and departmental performance.
- Drive future change by setting your organization's strategic direction.
- Retool the appraisal as needed over time

This one-of-a-kind guide helps you create a dynamic appraisal system that's flexible and adaptable enough to accommodate market changes, revised priorities, and increasing productivity targets. In addition, the book discusses alternative compensation strategies, enabling you to create a remuneration program that rewards your highest performers relative to the rest of the organization. There's no greater gift you can give your company than a motivated and dedicated workforce. This forward-thinking, one-of-a-kind guide gives you the resources you need to construct a performance appraisal program that will lift your organization to a higher level. PAUL FALCONE is an HR executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 2600 Phrases for Effective Performance and 2600 Phrases for Setting Effective Performance Goals. He is a long-term contributor to HR Magazine. Visit him at [www.PaulFalconeHR.com](http://www.PaulFalconeHR.com). WINSTON TAN is the Managing Principal of Intandem, LLC, a management-consultancy group. He specializes in developing total compensation solutions, optimizing organizational design, and creating human resource development strategies. Winston is also a popular national conference speaker and lives in Spokane, Washington. About the Author PAUL FALCONE is an accomplished HR executive who has worked at organizations including Paramount Pictures and Nickelodeon. His books include 2600 Phrases for Effective Performance Appraisals. WINSTON TAN is a consultant specializing in human resource performance development and Managing Principal of InTandem, LLC. Excerpt. copy; Reprinted by permission. All rights reserved. There's historically much controversy surrounding the topic of performance reviews, and it's time to take a fresh look at reinventing the entire process—from the appraisal template to the content descriptors that set the measurement bar—in order to initiate positive organizational and cultural change within your company. Performance appraisal as a whole must be relevant to

everyone—those being evaluated, those doing the evaluations, and those senior leaders who look to the performance management system to gain a better understanding of how their people are performing year after year. It's time to make performance management and measurement concrete and actionable. The system needs to get right to the bottom line and remain very transparent in terms of its format, structure, and intent. And it needs to focus on positive, transformative, and breakthrough performance not only to assess but also to drive corporate and individual change. Despite what you may have heard or have come to believe, these are all possible through the performance review, and we're writing this book to make it easy for you to accomplish. It's actually a lot simpler than you think . . . Remember that the "people muscle" of any organization will always be its most critical asset in a knowledge-based economy, so companies that "speak performance" that know how to measure and manage that particular asset, will, by definition, set themselves apart from their competition. Is measuring human capital difficult? Yes. Does it depend on a whole number of variables and assumptions? Of course. Will it always be subject to criticism and a certain level of dissatisfaction? Absolutely! But that's because we're human beings measuring and evaluating other human beings, so the system will never be—and isn't meant to be—perfect. It does, however, have to become part of your organization's daily lexicon, and there are some simple yet profound ways of rolling out this message, measuring results, and building an achievement-oriented culture where workers are able to motivate themselves in the light of the wisdom and expectations that emanate from the top.