3301 HR Assignment #4
Performance Evaluation (PE)

Objectives: Be able to do the following.
- Identify the advantages & disadvantages for different performance evaluation instruments
- Create a performance evaluation instrument for your organization

Criteria: Understand how to develop performance evaluations for your firm.
- Chapter 10 discusses different forms of performance evaluation. Evaluation is the cornerstone of any performance appraisal system. Your task is to DEVELOP a performance evaluation instrument. You may revise an already existing performance evaluation instrument or you may develop a completely new instrument.
- Consult the textbook & create a performance evaluation instrument on accepted performance evaluation principles.

Deliverables: What your team needs to do.
- Develop a comprehensive performance evaluation instrument for use in your organization. Develop Performance Evaluation (PE) instruments for TWO (2) different jobs in your organizations. If you desire, use the two jobs you completed the Job Analysis for as the subject for the PEs and INCLUDE necessary instructions on how to use the PE.
- Make sure the performance evaluations are in appropriate formats: Be able to use them “as is”.
- Make sure you address the ease of use & scoring:
  - A scoring system for the instrument must be developed. User of the PE should be able to easily score evaluations of work behavior/performance. For example an instrument with 6 dimensions which utilizes a 5 point scale could be easily scored using a maximum of 30 and a minimum of 6 scores.
- Include an evaluation of your designed instrument. Why did you pick this type of PE?
  - What are the instruments strengths?
  - What are the instruments weaknesses?

Due Date: MAN3301 MW CLASS: class period on Wednesday, 17 October 2011
MAN3301 TR CLASS: class period on Thursday 20 October 2011