

Watch the video and answer the questions:

1. What points should be taken into consideration in an employee evaluation?
2. Why does the speaker say that **attitude** is the essence of the culture? Do you have positive-minded people on your team? Does their attitude help to overcome problems and obstacles? What happens when a person has a weak attitude, though his effort and performance levels are high? How should you react to a poor, negative attitude?
3. What does a level of **effort** say about the employee's performance? Is it a problem if an employee has a strong level of effort but a weak attitude, a strong effort but a weak performance, a strong attitude together with a strong effort, but a low performance? What should be done here?
4. What level of **performance** is satisfactory? What makes a strong employee?

✚ Some employees feel that performance appraisals are a waste of time. How can they be made easier and more productive? What are the benefits of a well-handled appraisal?

Use the words and phrases in the box to complete the sentences.

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- 1 He is his ability to address emergencies in a calm manner.
- 2 She take on more responsibility.
- 3 It was she doesn't take action without direction.
- 4 She she was easily distracted by non-work issues.
- 5 He is his lack of organisation sometimes results in unnecessary delays.
- 6 He giving feedback to his subordinates because he that they are unresponsive and do not respect his authority.
- 7 We have greatly appreciated the fact that she is offer some flexibility when it comes to working additional hours.
- 8 Over the next three months, he will be deal more positively with criticism and respond more calmly and effectively in stressful situations.
- 9 He has been to actively seek personal development opportunities during the next six months.

A Word search

Find adjectives in the performance appraisal report which mean the same as the words and phrases in *italic*.

- 1 He is an excellent public speaker because he is *very clear and easy to understand*. (section 1)
- 2 She is *very convincing* when she needs to influence others. (section 1)
- 3 With the new system in place, the production team are operating to their *best level of efficiency*. (section 2)
- 4 His staff feel *abandoned and forgotten* because he focuses exclusively on his own goals rather than those of the team. (section 3)
- 5 He doesn't have *enough* experience to work outside his daily routine. (section 3)
- 6 Each manager needs to prepare his or her team members for the *approaching* performance appraisals. (section 3)
- 7 She is a *committed* member of staff who can be counted on to complete assignments. (section 7)
- 8 The new Managing Director requested an action plan for dealing with the *failing / ineffective* department. (section 7)

Key words:

under-performing;

optimum;

articulate;

upcoming;

persuasive;

neglected;

dedicated;

adequate