

⇒ Memorandum.

Date: March 2, 2007

TO: Department Heads, Managers and Supervisors

FROM: James Robbins, Director of Human Resources.

SUBJECT: Submitting Appraisals Of Performance
by April 15th

1. Please be informed that performance appraisals for which all your employees are due before April 15th. These appraisals are especially important and essential this year because

~~2. Because of job changes, new technologies~~

of job changes, new technologies and because of re-organization.

2. To complete your performance appraisals in the most effective way, you should follow the procedures described in our employee handbook.

3. Let me briefly make a review of those procedures;

a. Make sure each and every employee has performance plan with 3 or 4

Date _____

Day **M T W T F S**

main objectives

- b. For each objective make an assessment of the employee on a scale of 5 (consistently exceeds requirements) to 0 (does not meet requirements at all).
 - c. You should identify 3 strengths that he brings to the job.
 - d. Name 3 skills that he can improve. There should pertain to skills such as Time Management rather than behaviours such as habitual lateness.
 - e. The employee should be met with to discuss his appraisal.
 - f. Finish the appraisal and send the completed appraisal this office.
4. We look upon appraisals like a tool for helping each worker assess his performance and his enhance output.
5. If you would like to discuss this further, please donot hesitate to call me.