

Question NO 8

=> Shoaib Akhtar

=> SOP-0147 -> (SS158)

① Please Be informed that performance appraisals for all you.

② Employees is due, before appraisals ~~appraisals~~ 15th, these appraisals are.

③ Specially important and essential this year. Because of job.

④ Changes, new technology and because of office re-organization

⑤ To complete your performance ~~appraisals~~ appraisals in the most effective

⑥ Way, ~~we~~ you should follow the procedures described in our employee.

~~⑦ Handbook, let me briefly do a review of those~~

⑧ We look upon appraisals like a tool for helping each worker

⑨ Assess his performance, And enhance his output. If you would.

⑩ Like to discuss this further, please do not hesitate to call me.



⑦ Be sure each and every employee has a performance plan with 3 or 4 main objectives.

⑧ For each objective makes an assessment of the employee on.

⑨ a scale of 5 (consistently exceeds requirements) to 0 (does)

⑩ Not meet requirements at all

⑪ You should identify 3 strengths that he brings to the job.

⑫ Name 3 skills that he can improve. These should pertain to

g) skills such as time management rather ~~than~~ than behaviours

h) such as habitual lateness.

i) The employee should be met with to discuss his appraisal

j) ~~Finish~~ Finish the appraisal and send the completed appraisal to this office