



CONDUCTING A PERFORMANCE APPRAISAL



INSTRUCTOR: JOLANTA SEARS

PerformMinneapolis, the City's performance management process, includes a new approach to performance appraisal. This workshop reviews the steps in the process, describes the components of performance that will be appraised, and introduces the rating scales to be used. It helps supervisors distinguish levels of performance on both work expectations and Job Success Factors, and provides a chance to practice writing comments.

You will be able to

- Identify what factors to consider when evaluating performance
- Distinguish levels of performance on work expectations and on Job Success Factors
- Practice writing comments
- Review how to enter a performance appraisal into Halogen.

The class is scheduled

December 10, 2015, 1:00 - 3:00 PM

January 12, 2016, 9:00 - 11:00 AM

January 21, 2016, 1:00 - 3:00 PM

January 27, 2016, 9:00 - 11:00 AM

TO ENROLL IN A WORKSHOP

- 1) Login to **COMET-HR**.
- 2) Click the **Learning and Development** link.
- 3) Type part of the class name (e.g. Appraisals) in "Search for Learning" and press Enter on your keyboard
- 4) Click on Enroll next to the class you are interested in attending.
- 5) Click **Submit Enrollment**

Workshops are held in the City of Lakes building, 309 2nd Avenue South, Rm 101.