

# EFFECTIVE PERFORMANCE APPRAISAL FOR HUMAN RESOURCES MANAGERS

KPI Area	Description	Target	Actual	Rating
Recruitment and Selection	Ensuring timely and effective recruitment process			
	Managing job postings and advertising			
	Conducting interviews and candidate assessments			
Employee Onboarding	Facilitating smooth onboarding of new employees			
	Developing and delivering orientation programs			
	Ensuring completion of necessary paperwork			
Training and Development	Identifying training needs and skill gaps			
	Designing and implementing training programs			
	Evaluating the effectiveness of training efforts			
Performance Management	Implementing performance appraisal system			
	Assisting in setting performance goals			
	Monitoring employee performance and feedback			
Compensation and Benefits	Administering employee payroll and benefits			
	Handling salary reviews and compensation plans			
	Ensuring compliance with labor laws and regulations			
Employee Relations	Handling employee grievances and conflicts			
	Promoting positive workplace culture and morale			
	Facilitating communication between employees			
HR Policies and Procedures	Developing and updating HR policies and procedures			
	Ensuring compliance with HR laws and regulations			
	Streamlining HR processes and workflows			
Strategic HR Planning	Aligning HR strategies with organizational goals			
	Forecasting future workforce needs			
	Recommending HR initiatives to improve efficiency			

# The Agile Managers Guide To Effective Performance Appraisals

**Albert A Gayle**



## **The Agile Managers Guide To Effective Performance Appraisals:**

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