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Adjectives that go with performance

You're afraid to think about it, but you have to sit down with your assistant and go over her performance evaluation. Remember that giving performance reviews may not be a high stress encounter. Here are some ideas to consider when evaluating performance. Find a nice quiet office or conference room where you know you won't be disturbed by phone calls or visitors. Close the door, bring water and a small pocket packet of tissues if you expect it to be needed (hopefully not you). Invite her to sit down and rest. Don't give her a copy of the final review before you go through it. He will read ahead and will be less likely to listen to what you say. Before you give a review, whether it's part of your policy or not, ask it to finish one on yourself and give it to you. Then at least you'll have some idea of what she wants you to think she thinks of her own performance. Review in a calm, slow and deliberate way so she can take it all in. After you have read and worked out the individual points with examples and feedback, give her a copy so she can take it home. If necessary, get her to sign your copy. Always start feedback with positive points. Such as you are so nice to have around and help keep the office running in an organized way, but we wish you were here to work more often. You've been sick for four days this quarter. Be straight, concise, calm and alert. Some people are very themselves when it comes to sorting their own performance at work. Maybe he'll be relieved you're not as him as he is on yourself. However, this is rare. Most employees are aware that they have both good and bad points on their performance and admit that they can improve in some areas and thrive in others. Never tell anyone anything completely new, especially if it's negative, during performance reviews. All performance issues should be addressed as soon as they occur. Although you will probably mention these issues as part of the review, try not to let one issue overshadow a person's assessment. In the opposite spirit, do not place someone too high, because he did well on one particular task, even if the task was very important. Be fair to all those you supervise and try not to favor anyone just because they are very friendly to you or a brown nose. Other staff will hate it and pay close attention to how they are treated compared to how other people are treated. If they see a contradiction, they'll be offended, whether they tell you or not. Always end your review on a positive note. I'm sure you can address the issues raised, and if I can help you in any way, please let me know. Smile, shake hands and let him know that you are honest and available to him if he has problems or questions. If you have a problem or a potential employee and are concerned about how they can respond to the review session, talk to your human resources representative. He may want to attend a meeting with you. Tips Sessions should take no more than one hour. Warning Don't be too emotional or allow anger to drive your actions in any way. Factor analysis is used to identify factors between observed variables or latent variables. Similarly, if a data set contains a staggering number of variables, a factor analysis can be performed to reduce the number of variables for analysis. Factor analysis groups similar variables and creates a set of factors or compiled variables that are used for further analysis. The statistical analysis software package will be helpful in calculating factor analysis. Examples of statistical analysis packages are SPSS and SAS. Generate correlation matrices on datasets. A correlation matrix is a table of correlation coefficients. A correlation coefficient is a quantifying unit of correlation. This number expresses the direction and strength of the linear relationship measured between two random variables. Set baselines for required factors (compiled variables). For example, if the data capture tool is a survey and the responses are measured from 1 -- the least desirable result to 10 -- the most desired result, values 8, 9, and 10 can be examined, and the corresponding variables grouped by similarity create factors. Turn factors to maximize linear relationships between factors and variables. For this function, the statistical application demonstrates its value. The number of manual calculations required would be huge on a large dataset. Generate and print the Output report. The output report will include the following sections: Descriptive Statistics, Correlation Matrix, Kaiser-Meyer-Olkin and Bartlett Test, Municipal, Scree Plot, Factor Matrix, and Rotated Matrix Factor. Interpretation of output from statistical application based on intuitive knowledge of data and empirical questions to be answered. At first glance, the definition of work performance may seem straightforward -- it's about how well or badly employees do their jobs. But when you consider the impact that work performance has on your business, it is essential to take a deeper look. Keep in mind how one bad worker can spoil a bunch, but on the other hand, exemplary employee performance can boost morale and the bottom line. Give the other crew their thanks to encourage them to keep up the good work. As for poor artists, when your business is in the hands of a seemingly incompetent worker, act quickly; The survival rate of the business is small enough without poor performers at the helm or on board the company. Learn as much as possible about how to improve work performance, and then put in place safeguards to keep your business going his crew sailing in the right direction. An entrepreneur might assume that work performance is only about how well employees perform their duties. However, the performance of the work involves various factors. For example, you might expect a specific employee to add substantial value to your company because it is able to perform its high-level task. But work performance includes task performance and contextual performance. For example, the performance of a shoe retailer's task is evaluated based on how many pairs of sneakers, sandals, or work boots are sold on average per day, week, or month. Its contextual performance evaluates how well it works with coworkers and customers, how effectively it solves problems that affect a team or company, and how it is employed during slow periods. Work performance is important in several obvious ways and some not-so-obvious ones: business success rests mainly on the shoulders of its employees because they are one of its most important assets, making strong work performance an imperative. Topnotch artists understand your goals and try to meet them or exceed them. Overall, good performance at work helps keep stakeholders interested and on board. A healthy demonstration of work ethic, communication, people-to-people skills and work outcomes at all levels is essential for long-term success -- set an example. The high level of work performance is a sign that your human resources department is doing its job. Don't leave it all to HR though; monitoring the performance of your employees can improve communication and productivity. Good work performance enhances the reputation of your business and is vital not only for consumers and shareholders, but also for potential clients and potential new employees outside the organization. A company that strives for excellent job performance by listing everything expected in a posted position, spotting fraud in the interview process and correcting bad behavior once it becomes clear builds a commendable corporate culture. When you have an excellent employee on your team, one of the worst things you can do is nothing. If you don't tell him he's a rock star, how's he going to know what you think of his hard work? Don't assume that the occasional thumbs up or friendly slap on the back is enough. Keep track of at least a few ways it makes you proud. Then, sit down with him, go through the numbers or chat about what impressed you, and be prepared to offer incentives for him to continue his high performance. The reward could be as simple as giving him the rest of the day off or a gift card to the restaurant. Or it could give him more hours if he only works part-time, bonus, raise or even promotion, depending on how often and to what extent his performance has impressed you. Sometimes it's the negative quality of the employee that makes him But sometimes it's the boss's fault. Rather than pointing fingers, take the time to evaluate what might be wrong by looking at possible causes of bad behavior or unfulfilled deadlines: The worker has been given clear instructions, but it seems that he is not qualified for this task. You assumed that an employee should know what was expected of her, so you didn't bother to outline your expectations -- a big no-no, especially when it comes to new workers, even if they were previously employed in a similar work element. The employee (or her manager) seems to be a pessimist rather than an optimist. A worker (or leader) with a negative attitude is never good for business. The employee lacks the confidence to talk, offer ideas or motivate the team, even if he seemed assertive and prepared during the interview. This type of red flag may be pointing to performance or behavioral issues within teams, including higher-ups. Lack of knowledge or direction seems to be making the worker nervous or uncomfortable around clients or customers. It's usually quite obvious that an employee is trying to fake their way through a technical task that is beyond their qualifications. You might think that if someone on your team is under-performing, her bad work would be unashably obvious, but not necessarily. Of course, you'll probably spot a fake -- someone who oversold yourself during an interview -- by how to or ming through a meeting with a client or use the wrong terms when discussing work data with you or the team. An employee who understands his craft or profession well will confidently combine information and continue to see how the business can make improvements. When it comes to less-different signs of poor work performance, you need to keep your eyes and ears open to spot them. For example, if the employee in question usually works in a team, he may be able to hide his work inefficiencies by giving piggy-support to others, adding little value and going unnoticed if no one is talking. Pay attention to signs that your best workers seem to be carrying more than their share, or that their usual high morale or enthusiasm is fading. The effects of poor work performance can vary greatly. Some of the ways that an employee's poor performance can cause trouble or downright disaster include: Extra work for coworkers because they have to take over the reserve. Peace of mind in morality, because no one wants to work with a lazy, pessimistic or unqualified person. A team-wide drop in energy if an employee is underperforming due to low energy, lack of team spirit or an all-around bad attitude. Decrease in performance from other workers if management does not step up and deal with a worker who demonstrates poor work performance. If you don't seem to care about your business, why should anyone on your payroll care about that? Sales drop if you're not correcting poor performance Overall, it tarnished the reputation of a company that may or may not be saved. It's rarely possible to pick the perfect team of top performers from an interview, so don't worry about bringing a poor man on board every now and then. Working with what you have is ethical, so if possible, consider ways to improve a worker's work performance: Find out what causes an employee to perform well. Does he understand his role? Does he work well with the team, or does he look like he doesn't fit in? A look at the situation with an open mind. For example, rather than asking yourself, what's wrong with this employee? ask: Why is this worker having trouble doing their job? In this way, the emphasis remains on the situation, rather than becoming personal. Immediately stand up to a poorly functioning employee. Do it in private, with data or evidence that will encourage discussion, so as not to cause misunderstanding and without emotional outburst. Ask the employee for an opinion on the situation. Then you'll know he understands where he's making a mistake. He can start thinking about ways to redirect his focus and improve performance. The meeting should be quick, simple and non-threatening. Listen to the concerns and suggestions of your best artists. Engage them in motivating and aiding the success of under-performing coworkers. Ideally, you want to train and rehabilitate workers who are struggling before taking more aggressive steps, such as demotion or replacement. Quantify employee performance by using a rating scale or analysis of benchmarks to measure their success. Regardless of the method you use, make sure that the written evaluation includes quality and quantity of work, individual achievements, work relationships and work knowledge. Evaluation should optimally motivate your employees and encourage them to do more, not less. Reward better performance with recognition, compensation, benefits, or a simple expression of appreciation. On the other hand, if your leadership skills may be causing one or more employees to function poorly, don't stress about it -- something to do with it. What can you do? For starters: Do a business tour. Does your organization provide sufficient training, tools, and support for new employees? Starting a new job can be intimidating, especially if employees are not given clear instructions. If you've had the same training module since you opened your door years ago, it may be time to review and update. Ask for feedback. Are you checking in often to see how employees feel they are progressing or to ask if they have any questions or concerns? New employees may not come near you for fear of being incompetent or judged. But when you approach them with sincere openness and willingness to help, you help in their success and ultimately the success of your business. The first year of the employee is critical for her. Log in regularly, monitor improvements and listen for clues that everything is not right. Listen, listen, listen. Just as you expect your employees to listen to your work direction and needs, you must also listen to their requirements. They don't have to come directly to you, so train your ear to pick up on frustrations, low team morale or complaints within work groups. No matter why the employee is doing badly, do not take the approach of waiting and we will see. The sooner you get to the bottom of a worker's poor work performance, the sooner you can sort it out and get business and morale back on track. Less than ideal performance can occasionally leach into any business, even yours. Ideally, you will spot challenges in creating and exploiting the dilemma to build on your interviews, training and coaching methods. At best, you will continue with a problematic employee who is working on improvements, but if this is not possible, it may be time to assign her a more suitable position or split up. Your company is only as good as the people who work there, after all, so be vigilant and meticulous for the best chance of success. Success.