



The Manager's Guide to Performance Reviews

Robert Bacal

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Translated into 16 languages! The reader-friendly, icon-rich Briefcase Books series is must reading for all managers at every level.

All managers, whether brand new to their positions or well-established in the organizational hierarchy, can use a little "brushing up" now and then. The skills-based Briefcase Books series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their organizations.

For both managers and employees, performance reviews are too often viewed as negative and disciplinary. *The Manager's Guide to Performance Reviews* helps managers instead make reviews both positive and proactive. It provides a step-by-step process for administering an effective performance review, one that will meet the organization's needs for employee appraisal while giving employees an honest sense of how they are performing and where they could improve. Also examined are various approaches to performance reviews, different forms and techniques, and more.

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