



# The Performance Appraisal Tool Kit: Redesigning Your Performance Review Template to Drive Individual and Organizational Change

*Paul Falcone, Winston Tan*

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This is a well-crafted performance plan has the power to dramatically impact a company's bottom line by increasing efficiency and effectiveness in the workplace. This uniquely practical book provides a customizable appraisal template covering the essential areas of performance and conduct and reveals how you can adapt it to fit varying business strategies. Taking into account factors such as workforce composition, company growth stage, and organizational goals and challenges, "The Performance Appraisal Tool Kit" shows you how to: profile ideal employee performance and behavior; design competencies that power performance, both at the individual and enterprise level; drive future change by setting your organization's strategic direction; and retool the appraisal as needed to ratchet up expectations over time. Complete with model performance templates that make redesigning your current program simpler, this one-of-a-kind guide will help you create a dynamic appraisal system that's flexible and adaptable enough to accommodate market changes, revised priorities, and increasing productivity targets.

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