

HOW TO USE THIS GUIDE

What this guide is about

Study after study has shown that clear expectations improve employee performance. But creating goals for hard-to-measure jobs in areas such as R&D, marketing, or customer service is easier said than done. This guide explains and shows you exactly how to develop performance measures for any kind of work, even for white-collar and other hard-to-measure positions.

This guide is designed to help you learn how to create employee goals in the shortest amount of time. It will act as your coach and guide while providing a place for you to record ideas as you draft your objectives.

Who the guide is written for

This guide is written for:

- Managers and supervisors responsible for the results of employees reporting to them.
- Employees who want to take a more active role in developing their own performance evaluation criteria.
- Human resource personnel charged with helping individuals define their goals.
- Compensation professionals searching for metrics on which to base variable compensation.
- Anyone interested in how to measure employee performance.

While any of the above readers can use this guide, the text assumes that the reader is an employee who needs to develop performance measures for his/her position.

What this guide contains

How to Measure Employee Performance contains step-by-step instructions, worksheets, and examples to help you write a performance plan for your position. It also gives instructions for planning how to track performance data.

The first half of the guide walks you through the process. It explains and demonstrates each step, and then gives you an opportunity to practice the skill on your position. The second half is a reference containing 40 sets of example performance measures, a summary of the key steps of the process, and worksheets to help you create your performance plan.

How To Use This Guide

Kristin Kemp



How To Use This Guide:

Decoding **How To Use This Guide**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**How To Use This Guide**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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