

Employee Evaluation Deliverables

Employee evaluation policy, procedure and forms

Evaluation training for reviewers and reviewees

User-friendly evaluation instrument

- "Graphic trend" layout
- "MBO" component considerations
- "Next cycle" objectives planner
- Actions for improvement areas
- Administrator signature block
- Approval signature block
- Areas for improvement section
- Individual page format
- Completed management sample
- Completed non-management sample
- Evaluation booklet format
- Evaluation process recommendations
- Evaluator write-in comments space
- Factor weighting capability
- Five level rating scale
 - Outstanding
 - Very Good
 - Good
 - Marginal
 - Failing
- Future advancement coding system
- Formatted for local reproduction
- Management evaluation form
- Multi-use: probation, promotion, etc.
- Non-management evaluation form
- Overall rating section
- Potential for advancement section
- Primary evaluation considerations
- Rating descriptor definitions
- Relevant demographics sections
- Reviewee signature block
- Reviewer signature block
- Reviewee comments section
- User instructions on evaluation

Additional and expanded HR services are tailored for specific client needs

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Effective Employee Evaluation



PHRST offers *a la carte* human resource management through select Professional Human Resource Service Teams

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Effective Employee Evaluation

What Is Needed

Effective employee evaluation is key to attracting, retaining and motivating employees. User-friendliness, objectivity and comprehensiveness are objectives of a successful program and evaluation instrument. PHRST's evaluation tools, training and shared best practices are effective for all organization sizes, industries, locations and business types.



State-of-the-Art

PHRST provides the planning, training, preparation, assistance and know-how necessary to implement an effective evaluation program as well as a proven tool to record employee performance for management and non-management personnel. Individual reports record a visual trend for performance which is clear and simple to understand for the reviewer and the employee. Evaluation rate achievement, potential and success with employee goals. Training is practical and user friendly. Tools are easy to use, locally reproducible and flexible.



Knowledge, Skill & Ability

PHRST's employee evaluation team is staffed by human resource practitioners, with hands-on evaluation savvy, led by certified senior professionals in HR management. We combine a thorough understanding of practices, regulations and professional standards with technical expertise to deliver the finished tools, as well as the guidance to complete an effective evaluation program .

When, Where & For How Much

Project completion requires approximately 15 workdays. Depending on client need, our practitioners work at client locations, designated sites, or PHRST offices. The basic service fee is \$4,000, comprising a \$2,000 initiation fee and a \$2,000 final charge. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, continuing evaluation guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

About PHRST

Strategic Human Resource Management

PHRST stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

PHRST works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.