

## PERFORMANCE MANAGEMENT EVALUATION QUESTIONNAIRE

*Evaluate your current performance management system by honestly answering the questions using the following scale:*

*1 = Not at All, to 5 = Always. Values in between should reflect varying degrees of agreement.*

QUESTION	RATING
1. Managers are held accountable for doing effective appraisals.	
2. Employees know how their performance impacts the organization.	
3. High levels of performance are recognized and rewarded.	
3. The system is designed for input from all levels in the organization.	
5. The system measures the right things.	
6. The system measures both the results and how they are achieved.	
7. The employees believe the system is fair.	
8. The system is legally defensible.	
9. The appraisal process is simple and quick to do.	
10. Managers view the appraisal as a valuable management tool.	
11. The system supports developmental opportunities.	
12. Ratings are accurate and reflect actual performance.	
13. Managers are timely in doing appraisals.	
14. Performers who need improvement are given developmental opportunities.	
15. Performance problems are dealt with quickly and consistently.	
16. Managers treat the process as on-going versus once a year.	
17. Employees know what is expected of them at all times.	
18. Managers are rated on how well they do appraisals.	
19. Performance Standards are consistent across the organization.	
20. Training in conducting effective evaluations is provided to appraisers	
21. Training in the performance appraisal process is provided to employees.	
22. Performance Appraisal meetings are meaningful and productive.	
23. There is an appeals process in place if the employee disagrees with the appraisal.	
24. Ratings are based on actual performance and not personal feelings.	
25. Evaluation states what the employee “should be” doing versus “not” doing.	
<b>SCORING KEY</b>	<b>TOTAL SCORE</b>
<p>105 – 125 = Please share your fabulous performance management process!</p> <p>84 – 104 = You have a good process, just need to fine tune some areas.</p> <p>63 – 83 = Your performance management process is showing some signs of stress.</p> <p>Below 63 = Your performance management system needs work. Call for Help!</p>	