PERFORMANCE EVALUATION QUIZ

Name ___________________________ Date ___________________________
Supervisor ___________________________ Department ___________________________

Please read each question carefully and record your answer.

**Once completed, return to the HR/Staff Development Office**

1. A manager should use a performance appraisal to:
   A. Improve productivity
   B. Investigate legal issues
   C. Terminate an incompetent employee
   D. Identify questionable work habits

2. To prepare for a performance appraisal, a manager should:
   A. Ask the employee to write his job description
   B. Review goals from any previous appraisal meetings
   C. Study company successes over the past year
   D. Interview co-workers about employee work habits

3. To accomplish the goal of having a candid and collaborative conversation during a performance appraisal, your attention should be focused on:
   A. Behaviors
   B. Personalities
   C. Opinions
   D. Feelings

4. Management should try to reinforce relationships with employees by:
   A. Appealing to their natural desire to please
   B. Avoiding discussions on career opportunities
   C. Concentrating on areas where improvement is needed
   D. Building on employee strengths

5. SMART goals are:
   A. Measurable
   B. Respectable
   C. Accurate
   D. Time consuming

6. Which statement is TRUE about a successful appraisal meeting?
   A. Negotiation is the key to success
   B. Two-way communication is insubordinate
   C. Criticism builds character
   D. Positive feedback reduces defensiveness