

PERFORMANCE APPRAISAL JUNE QUIZ

Please check correct answer of either true or false for the questions below and submit them to Human Resources via campus mail (Mail Stop 5009) or electronically to Cody Pelletier at cpelletier@uh.edu by **June 24, 2008**. All entries will be entered into a random drawing for their choice of one of the following prizes. Only employees of the University of Houston are eligible to enter. Excellence

\$10 Starbucks Gift Card or \$10 Smoothie King Gift Card

1. Employee performance appraisals review performance in terms of specific, individual standards and goals.
 True False
2. An appraisal should emphasize successes and progress, not just areas for improvement.
 True False
3. Employee appraisal meeting should be brief opportunities for the supervisor to summarize the past year and tell the employee what the goals of the coming year are.
 True False
4. Performance appraisals should be as much about personality as job performance.
 True False
5. A performance appraisal should emphasize what has happened in recent weeks.
 True False
6. The performance appraisal should begin with positive feedback, then move into areas for improvement.
 True False
7. Employees' performance goals should be measurable, achievable, and worthwhile.
 True False
8. A performance appraisal meeting looks back, not forward.
 True False
9. Employees shouldn't get any help in achieving their goals.
 True False
10. One way to help an employee achieve goals is to set a timetable for reviewing progress.
 True False