



Performance Analysis and Appraisal : A How-to-do-it Manual for Librarians

Robert D. Stueart, Maureen Sullivan



Supervisors at all levels need practical advice and specific approaches on how to evaluate staff. This manual provides background principles and proven guidelines for describing positions and evaluating individuals occupying them. Specific examples and step-by-step approaches to job description, job analysis, and performance appraisal should enable supervisors to write job enrichment specifications of an individual employees job related strengths and weaknesses. Forms and checklists are also included.

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