



Performance Appraisal Issues

From: "CEO Smith" <CEOSmith@mail.com>
To: powell.susan@mail.com
Date: Nov 5, 2017 7:01:33 PM

Susan, I don't have to tell you how disappointed I am that Megan and you haven't seem to come through on assignments I previously requested. I consider Megan's lack of responsibility in getting those assignments started and completed absolutely appalling. I requested these assignments be done six months ago. I'm displeased you haven't done a better job supervising her to get it done.

I want an update on all her performance deficiencies, issue-by-issue. When I saw you in the hall the other day you indicated you were reviewing different performance appraisal methods and trying to decide which one would be best for not just Megan's situation, but for all our employees. Get me a memo on the different types of performance appraisal methods we should consider, focusing in on at least three different types that would work well in our organization. Maybe you can pull some performance appraisal samples together for me to review. Then, I want to have your justification (with any applicable laws I should consider) and recommendation on how you want to proceed with Megan and whether or not she has a continued future in our company or not.

Thanks,

Seth Smith, CEO

Blossoms Up!

Required elements:

- ▶ At least three performance appraisal methods with samples of each type
- ▶ Assignment should be in business memo format found in the Center for Writing Excellence
- ▶ Cite all appropriate research used and format quotations, in-text citations, and References page in APA style
- ▶ Complete your response in 525 to 700 words