

HR Forms & Tools

Employee Development

List of Included Documents

Coaching

- Employee Performance Objective
- Providing Good Feedback and Documentation

Employee Development

- Assessment of Organizational Opportunities
- Be Thankful for a Good Boss
- Employee Assessment
- Employee Development Action Plan
- Employee Motivation – How Are You Doing?
- Employee Self Assessment
- Employee Skills, Experience, & Training Inventory
- Feedback to Manager
- Potential Career Path (By Employee)
- Team Assessment
- Team Development Action Plan

Performance Appraisals

- Conducting an Effective Performance Appraisal Meeting
- General Performance Appraisal – Factor & Goal Evaluation
- General Performance Appraisal – Factor Evaluation
- Implementing 360 Degree Appraisal Systems
- Increasing Employee Success & Productivity through Goal Setting
- Is Everybody Really Above Average?
- Is Forced Ranking the Answer to Appraisal Problems?
- Manager/Supervisor Performance Assessment (360 Degree Appraisal)
- Manager's Coaching/Performance Appraisal Worksheet
- Setting Effective Goals: A Key To Employee Development
- Stressed Out Over Your Performance Review?
- Using Performance Management to Gain a Competitive Advantage

Succession Planning

- Employee Assessment
- Employee Development Action Plan
- Employee Potential Assessment
- Replacement Chart
- Succession Candidates (By Position)
- Summary of Current Executive Positions and Potential Changes

Surveys/Employee Input Tools

- Employee Attitude Surveys
- HR Services Satisfaction/Opinion Surveys
- Manager Self Assessment – Rate Your Skills as a Manager

Suggestion Program

- Employee Suggestion
- Suggestion Evaluation



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Training

- Creating an In-House Training Program
- Employee Training Record
- Employment Law Training – It's More Than Just a Good Idea
- External Training/Seminar/Course Request
- In House Employee Training/Seminar Request
- Measuring the Effect of Training
- Post Training Acknowledgement
- Training Evaluation
- Training Needs Assessment (Employee Evaluation)
- Training Needs Assessment (Manager Evaluation)
- Training Roster

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