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THE COMPLETE IDIOT'S GUIDE[®] TO

The Complete Idiot's Guide[®] to Performance Appraisals provides an easy-to-read, pragmatic, easy-to-apply road map for every manager, supervisor, and team leader who conducts performance reviews.

—Arthur R. Bell, Ph.D.,
author and
consultant

Performance Appraisals

- **Idiot-proof steps** to the entire appraisal process—from goal-setting to evaluation
- **Valuable tips** on the legal ins and outs of appraisals
- **Samples and examples** of appraisal forms and feedback techniques

**Adele Margrave and
Robert Gordon**



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