

VICTORIA UNIVERSITY OF BANGLADESH

DEPARTMENT OF BUSINESS ADMINISTRATION

## COURSE PROFILE

MASTER OF BUSINESS ADMINISTRATION

COURSE TITLE: PERFORMANCE APPRAISAL

COURSE CODE: HRM 604

### Description:

This course is designed to assist Human Resources professionals and operational managers in giving effective performance appraisals that help motivate employees to achieve higher productivity. Several key topics are covered, including how to: (1) establish performance criteria; (2) use various appraisal formats; (3) conduct a meaningful performance discussion; (4) initiate ongoing coaching; (5) avoid common mistakes that are made by managers in evaluating their employees; and (6) encourage employees to prepare for a performance discussion.

### Course Objectives:

The goal of this course is for students to effectively implement and manage a Performance Management System in support of the strategic goals of the organization. Students will:

- Gain a working knowledge of performance management systems.
- Gain an enhanced ability to communicate effectively on issues relating to performance management.
- Learn appropriate terminologies and practices regarding performance management.
- Learn effective techniques for conducting an effective performance appraisal, and ways to coach members of management.

### Text Books:

Michael Armstrong, *Performance Management: Key Strategies and Practical Guidelines*, 3rd Edition, Kogan Page Limited, Philadelphia, PA 2006

**COURSE OUTLINES**

Class	Topics
1 <sup>st</sup> Class	Introductions Basics & Principles of Performance Management, Performance Management Framework: The importance of performance management
2 <sup>nd</sup> Class	Performance Appraisal Process, Performance Appraisal Forms
3 <sup>rd</sup> Class	Approaches to Appraisal Forms, Steps in Performance Management
4 <sup>th</sup> Class	Performance Planning: Goals & Objectives,
5 <sup>th</sup> Class	Assessing Performance Reviewing, Rewards and performance
6 <sup>th</sup> Class	Performance Managing Performance Year-Round
<b>Mid-term Examination</b>	
7 <sup>th</sup> Class	Improving Performance, Performance Management & Learning
8 <sup>th</sup> Class	Team management, Pay for Performance
9 <sup>th</sup> Class	How to write a fair appraisal, How to conduct an appraisal discussion
10 <sup>th</sup> Class	360-Degree Feedback, Performance Management Roles
11 <sup>th</sup> Class	Creating a Performance Management, Progressive discipline
12 <sup>th</sup> Class	System Performance Management Training Evaluating Performance Management

**COURSE EVALUATION**

Particulars	Weight	Marks
Works Sheet		
• Class Attendance	5%	5
• Four Class Tests	20%	5X4= 20
Assignment and Presentation	10%	10
Mid-term Test	25%	25
Final Examination	40%	40
Grand Total	100%	100

**Grading System**

Marks Obtained (out of 100)	Letter Grade		Grade Point (4 point scale)
80% and above	A+	(A plus)	4.00
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.5
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B minus)	2.75
50% to less than 55%	C+	(C plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D	(D regular)	2.00
Less than 40%	F	Fail	0.0