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Course Information

Course Title: Performance Appraisals #369418

Number of continuing education credit hours recommended for this course:

CPA: 2 (All states)

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

Course Description

Managers need to provide fair and accurate performance appraisals to their employees, but the result is sometimes muddled and stressful. The *Performance Appraisals* course provides guidance by describing every step in the appraisal process, including preparatory work by the manager and employee, the performance discussion, and how to handle the more difficult topics. The course also addresses the performance appraisal review form and the development plan, as well as the different types of performance review models and the situations in which they are most applicable. In addition, it describes how to mitigate some negative aspects of the process. In short, the course can be used to create a more effective and less stressful performance evaluation process.

.Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study: Personnel/Human Resources

Level: Overview

Prerequisites: None

Advance Preparation: None

Course Content

Publication/Revision date: 2/3/2018.

Author: Steven M. Bragg, CPA.

Final exam: Ten questions (multiple-choice).

I Instructions for taking this course

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed below, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Final Exam Online

- Login to your account online at www.bhfe.com.
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives:

- Recognize the advantages and disadvantages of performance appraisals.
- Note the various steps that can be taken to mitigate the problems with performance appraisals.
- Cite the issues that can arise when no performance appraisal system is used.
- Recognize the different types of documentation that a manager may review to prepare for a performance appraisal.
- Recognize the differences between qualitative and quantitative measures of employee performance.
- Note the different forms of presentation that can be used in a performance appraisal report.
- Recognize the characteristics of an ideal meeting place for a performance appraisal.
- Note the problems with downplaying the negatives in a performance appraisal.
- Cite the discussion topics that should be addressed in a performance appraisal.
- Recognize the different types of performance review models and their characteristics.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written the following books:

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