Name: Date:					
	EMPLOYEE EVA Assessm				
1.	Employee evaluations are not considered kept in an unsecured place. TRUE FALSE	private documents; therefore, they can be			
2.	Grievance procedures should only be filed TRUE FALSE	d if you plan on quitting your job.			
3.	List at least 4 Performance Factors on which	ch the Employee Evaluation concentrates.			
4.	What is the purpose of an Employee Evalu	ation?			
5.	Janet feels that her Employee Evaluation was unfair. She should				
	a. do nothing.	c. follow grievance procedures.			
	b. complain to other employees about it.	d. just quit her job.			

6. An employee must be given a copy of the Employee Performance Criteria \dots

a. prior to the evaluation period.

c. when the evaluation is over.

b. during the evaluation period.

d. whenever management gets around to it.

7.	The Employee Performance Evaluation				
	a.	is an insignificant document.	C.	doesn't provide valuable feedback to employees.	
		is among the primary documents used in the assignment of the Virtual Business course grade.	d.	is only for firing employees.	
8.	During the Employee Performance Evaluation period				
	a.	a grievance should be filed.	C.	employee performance is expected to be superior to non-evaluation periods.	
		it's a good idea to be absent often which will result in less stuff to be evaluated.	d.	information and documents are collected to support the evaluation.	
	Jordan consistently fails to meet his job requirements. He is not self-motivated nor is he reliable. His employer is collecting evidence to support employment termination. It is most likely that Jordan will receive an Employee Performance Evaluation rating of				
	a.	Exceeds Expectations	c.	Needs Improvement	
	b.	Meets Expectations	d.	Unacceptable	
10.	Jessica's employee evaluation includes a section concerning her ability to delegate tasks to subordinate employees. Most likely Jessica is				
	a.	an overachiever.	C	a department manager.	
	b.	an underachiever.	d	an entry-level filing clerk.	
11.	An employee is entitled to see evaluation results				
	a.	after each evaluation is completed.	C.	only if they request it.	
	b.	once a year.	d	if they have Internet access.	
12.	Any employee who wishes to file a complaint must do so				
	a.	within two weeks of the alleged violation.	C	anytime within one year of the alleged violation.	
	b.	before the next evaluation is completed.	d	within five days of the alleged violation.	

Informal Conference and is happy do. with the outcome. b. he or she agreed to a resolution, but d. no resolution was agreed upon at the Informal Conference. changed his/her mind. 14. It is recommended that employee evaluations are conducted ... a. weekly. c. monthly. b. bi-weekly. d. annually. 15. The Acknowledgement of Employee Performance Evaluation Criteria should ... a. be signed by the employee and c. be signed by a co-worker and filed. placed in the personnel file. d. does not require a signature. b. be signed by the employee and posted on the Internet.

c. he or she did not know what else to

13. An employee may request an Arbitration Hearing if ...

a. he or she did not attend the