



A WOMAN-OWNED SMALL BUSINESS

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# The Messenger

Dec 2021

## A Letter from Keith

Performance appraisals are a necessary part of any office, but also one of the least enjoyable tasks to complete. However, appraisals are essential for the improvement of employee behavior, work productivity, and overall attitude. There are four main reasons performance appraisals are needed:

1. To encourage great performance or behaviors
2. To confront poor performance or behaviors
3. To inform the worker on how he/she measures up
4. To assist decisions concerning the employee such as raise, transfer, discipline, or termination

How long an employee has been with the company determines how often you should have an appraisal with him/her. When the employee is newly hired, you should meet with him/her 1-3 times. After that, an appraisal is only needed 1-2 times a year to give feedback. If there is a problem or concern, you will need to meet as needed. Also, always follow guidelines set up by your company's policy and procedures.



## Conducting Effective Performance Appraisals

There are six steps that you can take before the performance appraisal begins to help it go smoothly and without kinks.

### *Set up individual files on each employee*

As each employee is hired, create a file solely for them. This will help you stay organized. You will not have to worry about misplacing information or having the wrong information when you need it. Keep all the pertinent information (address, phone number, even a photograph of the person if you are in a large office) regarding the employee, as well as the following items we will mention.



**PMP® EXAM PREP CLASSES**

*You pass or we pay for the 2<sup>nd</sup> and 3<sup>rd</sup> test*

# Conducting Effective Performance Appraisals continued

## ***Put a current job description in the file***

Having an up-to-date job description in the employees file will reduce any confusion regarding the job to be done. If there is any question regarding duties, the job description will be at your fingertips in which to refer. Anytime you file an updated job description be sure to give a copy to the employee.

## ***Keep a current copy of policy and procedures***

Always have a current copy of your company's policies and procedures in the file. If any disciplinary action needs to be taken, you will know the exact steps to follow in accordance to your company.

## ***Monitor the employee heavily at first***

For the first several months, keep a close eye on each new employee. This way, you will be able to assess how they are handling their new position and answer any questions that arise.

## ***Keep yourself approachable***

Never make your employees feel like they cannot come to you if they have a problem or question. Communicate that they are important to you and that you will make time for them.

## ***Document both good and bad performance***

Put in the employee's file both good and bad performance. By adding information about good performance, you will have a record of who deserves a raise, promotion, or other kinds of rewards.

Before the meeting begins you should have a game plan for the conversation. Knowing the direction you will take will help you keep control of the conversation. Here are five questions that you should consider before the meeting:

1. How will you approach him/her?
2. What will you say to move into the confrontation?
3. How do you think he/she will respond?
4. What will be his/her rebuttal?
5. What behaviors or performance should I include?

By knowing the answers to these questions, you will be able to anticipate how the conversation will go and can try to keep it positive.

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## **2022 BOOT CAMP DATES**

February 22-25	Live, Virtual PMP®
April 25-28	Live, Virtual PMP®
June 21-24	Live, Virtual PMP®
Aug 29-Sept 1	Live, Virtual PMP®
October 24-27	Live, Virtual PMP®
December 5-8	Live, Virtual PMP®

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**YOU PASS OR WE PAY**



**Truth**

Proverbs 13:10  
By insolence comes nothing but strife, but with those who take advice is wisdom.

Mark 10:27  
With man it is impossible, but not with God. For all things are possible with God.

For every criticism you make of someone's performance, make sure you give the person four compliments.

# STUDENT Spotlight

We want to recognize students who have successfully passed the PMP® Exam.

What is your favorite food?  
**Ribeye**

What is your favorite movie?  
**Departed**

What are your favorite hobbies?  
**Golf, Hunting, Basketball**

## Congratulations, Nicholas Flanigan!

Please write a recommendation about our class.

**I would recommend the class to anyone interested in the PMP® exam. Keith maneuvered through the material in a balanced way that kept the flow of material while allowing us to absorb what we needed.**

What was the best thing about the PMP® Exam Prep Boot Camp?

**Being able to collaborate with other bootcamp trainees during question answering. Allowing us to brainstorm and learn from each other.**

How could we make our class better?

**I think some of the slides are a bit too wordy with material from the PMP® Exam Prep book. The slides may be able to give us more insight into what the book is trying to tell us instead of being word for word what is in the book. Also having more practice questions would be nice. I understand the PMP® exam has just recently changed though so I'm sure having more questions will come in the future. Thank you**

How do you think the PMP® Certification will help your career?

**The PMP® certification will give me confidence that I know the processes that make projects successful I can make decisions that PMI® would consider best practices.**

## Just For Fun

### SUDOKU

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## FREE VIRTUAL PMP® MASTERMIND GROUP: THE ROAD TO PMP® PREPARATION

JANUARY 24-28  
MAY 23-27  
SEPTEMBER 12-16

The Project Management Professional (PMP®) certification is the most sought-after credential in project management, and individuals attempt daily to pass the exam without success. This PMP® Exam Prep Mastermind Group attempts to help those desiring a PMP® gain a better understanding of the process.

This course is not a boot camp to prepare for the exam but is a means to guide those in the early stages of seeking the PMP® certification. We will help individuals focus on pre-learning content, select proper documentation, complete as much of the application as possible, and select an Authorized Training Partner from Project Management Institute (PMI®).

This Mastermind Group goes through the PMP® exam content objectives and allows participants to take mockup PMP® exam questions, vocabulary tests, and receive an Exam Memory Chart to assist them in passing the new 2021 test.

This five-day course requires a commitment of one hour each day from participants. Each participant receives coaching, counseling, and guidance that helps make better decisions when preparing for the PMP® test. All discussions and suggestions will align with the current test and objectives.

For more information and to register, go to  
[www.themathisgroup.com](http://www.themathisgroup.com)