

Employee performance appraisal - An ideal system

Creating a Link Between Company Success and Employee Accountability

In America's best-run and most-admired organizations, employee performance appraisal is a vital and vigorous management tool. No other management process has as much influence on individuals' careers and work lives.

Used well, employee performance appraisal is the most powerful instrument that organizations have to mobilize the energy of every employee in the enterprise toward the achievement of strategic goals. Employee performance appraisal can focus each person's attention on the company's mission, vision and values. And ideally, the process can answer the two fundamental questions that every single person in the organization wants the answers to: What do you expect of me? And How am I doing?

But most folks scoff at the idea that there might be a perfect system for doing employee performance appraisal. They think that since their organization is "unique," then their system for analyzing employee performance must be unique, too. How foolish.

Don't scoff - there is an ideal method for the assessment process. In organizations that take employee performance appraisal seriously and use the process well, the system functions as an on-going process - not merely an annual event - by following a four-phase model.

Phase 1 - Employee Performance Planning

At the beginning of the year, the manager meets with each person for discussion on



the planning piece of the employee performance appraisal process. In this hour-long session they discuss the "how" and the "what" of the job:

"How the person will do the job (the behaviors and competencies expected of

the company's members), and" What results the person will achieve over the next twelve months (the key responsibilities of the person's job and the goals and projects the person will work on).

They also discuss the individual's development plans. This discussion immediately generates improved employee performance because people know exactly what's expect-

ed of them. And as the manager, you have just earned the right to hold people accountable at the end of the year by making your expectations of them clear from the start.

Phase 2 - Employee Performance Execution

Over the course of the year, employee performance should

be focused on achieving the goals, objectives and key responsibilities of the job. The manager provides coaching and feedback to the individual to increase the probability of success and creates the conditions that motivate and resolve any performance

All Nations International School

Vacancies for Teachers, Assistant Teachers and Cricket Coach

Teachers (For Upper Grades) - Must be University Graduates with a minimum of three years teaching experience, computer skills, and excellent knowledge of English.
Assistant teachers - Must be Graduates or (G.C.E. A/L) Qualified with prior experience working with children and obtained additional certificates. Must have a good working knowledge of English.
Part Time Cricket Coach - With a minimum of three years experience and qualification to teach beginners, the basics of hard ball cricket, with commitment.

Interested applicants are requested to submit their profile to the Office by July 17th.
Only well-qualified individuals will be contacted for an Interview.

All Nations International School
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CAREERS IN MARKETING

ABC Computers (Pvt) Limited is a leading company in the Information and Communication Technology that specializes on computer hardware, software and related accessories and services since 1992. We presently serve a wide range of clientele of which most are leading business and public sector enterprises in Sri Lanka. As we are expanding our business, we are looking out for dynamic young individuals who can fill some of the vacancies that exist in our company.

POST OF MARKETING EXECUTIVES (MALE / FEMALE)

This invitation is for born leaders who are initiators and possess excellent communication skills in both English and Sinhalese. If you have the right attitude and the willingness to learn, we will provide in-depth training you need to market our portfolio of Information and Communication Technology products to all market sectors that we presently serve.

You should be already in the IT or a related field for at least 2 years and must have a thorough understanding of the products and services related to the ICT field. You must be aged between 18 and 28 with 6 O/L passes including Maths. Having CIM / SLIM or any other marketing qualification will be an added advantage.

At ABC, you are assured of all the support you need to achieve your targets and enjoy outstanding job satisfaction.

Send your CV and contact details of 2 non-related referees within 14 days of this advertisement to

careers@abc.lk

or send by post to

Director,
ABC Computers (Pvt) Ltd.
48, Ward Place,
Colombo 07.



FAIZ TRAVEL AGENT

FOREIGN EMPLOYMENT MANAGEMENT AGENCY
GOVERNMENT APPROVED LABOUR LICENSE # 1388

Security Vacancies (DUBAI) (Immediate Departure) PROFESSIONAL SECURITY SYSTEM, U.A.E.

Job Category	No. of Vacancies	Salary	Monthly Salary Rs.
Security Officer (Male)	75	1200 DHS	36,000.00
Security Officer (Female)	25	1200 DHS	36,000.00

Terms & Privileges you will be entitled:-

- Air ticket for up & down trips.
- Lodgings free of charge.
- Medical facilities free of charge.
- Life Insurance provided.
- Free transport facilities.
- Working hours-9 hours per day (54 hours for a week) (01 hour for meals).
- Contract period- 3 years.
- Probation period 6 months.
- All other terms in accordance with Labour Laws of U.A.E.

Qualifications:-

Passed G.C.E. (A/L) or (O/L) and knowledge of English (compulsory)
Call over immediately with passport, all testimonials and 16 copies of your photographs Clad in decent dress.

Walk-in interviews:- (All 5 days 9 a.m. to 5 p.m.)

FAIZ TRAVELS AGENT

36/3, Price Place (Dias Place)
Gunasinghepura, Colombo -12
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Sri Lanka is making waves.

Everyone is talking about the Tourism boom! And we at JETWING are on a fast-track gearing for what promises to be an unprecedented growth in the hospitality industry.

With that impetus comes of course unrelenting challenges for those who revel in making waves!

JETWING is full of such challenges for likeminded people, men and women who seek serious careers in the hospitality trade and are not afraid to 'burn a few toasts' getting there! With aggressive expansion and vigorous refurbishment plans in place, JETWING is looking for tenacious individuals to fill these exciting positions in its portfolio.

How about you?



Jetwing Hotels
Sri Lanka

Sales Manager - F&B

The network of JETWING Hotels is also a repository of fine cuisine. It is right now redefining its entire F&B mandate and positioning specialty dining outlets to cater to a discerning clientele. It shall be the task of the Sales Manager - F&B to work with a responsive team to help market these outlets and its signature products to a varied connoisseur, the discriminating Sri Lankan visitor as well as the experienced foreign traveler!

A penchant for delectable cuisine and a natural craft for memorable dining experiences, the candidate will have a good appreciation of fine food and drink and a natural flair for selling what is good. Smart, Personable and Confident, the incumbent will be in the vanguard of the JETWING Marketing and Sales Team.



E-Marketing Manager (EMM)



No one argues anymore that the internet is transforming the way we connect with people. Neither are we. JETWING is pursuing a state of the art online operation that intends to address the hospitality needs of its international visitor base.

Working closely with E-Marketing agencies, the practitioner will have an intimate knowledge of e-commerce and possess a savvy understanding of web structure & trends and the SMN labyrinth. He or she will be able to use it to campaign intelligently for a finely

targeted visitor profile driving an E-CRM platform that is both energetic and cultured. A Diploma in Marketing will be a minimum entry qualification. Experience in HTML & web content management and language versatility in English & Sinhala and another language will help!

Project Management Executive (PME)

The relentless growth of tourism is making demands on room stock apart from new resorts and other features that festoon a 05 star island product. JETWING is in the vanguard of that growth paradigm swiftly moving into its stride to conceive and build its unique brand of hospitality enclaves in some of the most picturesque locations in the island; as well as in the SEA region.

Naturally, we need help! Good, solid, mature individuals to whom pioneering is second nature. Our Man Friday will be a Jack of all trades and a Master at all too! He should be a visionary, a numbers man, and a builder's mate who can size up a bare property and help transform it into an oasis of hospitality.

Two parts of CIMA will help set you up for the task but a feel for organizational exactitude, enormous patience, subtle persuasion will help convert the passions of investors into a the realities of enterprise.



Corporate Sales Executive (CSE)

Apart from people, institutions do take much of our valuable time. Therefore, a wide contact base of public & private sector institutions as well as NGO's helps substantiate revenues and drive yields.

The candidate will be an influential young man or woman with willingness to travel and work in close contact, liaising between clients and hotel managers to meet specific hospitality requirements. Outstanding organizational skills and experience in Banqueting and Conferencing will be a prerequisite. Good oral and written English and sound communication versatility will nicely wrap the job profile.



Jetwing is creating waves too! Care to join?

All Positions are for match winners between the age 24-35 and very determined career goals that favor the Hospitality Trade. JETWING will help you nurture honest ambitions and introduce you to a culture that promotes team work and rewards leadership.

JETWING is an equal opportunity employer who recognizes merit and offers incredible opportunities to people who go the distance to welcome and delight our guests from wherever they come.

Write to careers@jetwinghotels.com quoting abbreviated code, not later than the 11th of July 2010.

"JETWING HOUSE" 46/26, Navam Mawatha, Colombo 02, Sri Lanka.
Web: www.jetwinghotels.com

