

Performance Appraisal Report

Genre: Report

Audience: Your Professor

Due date: March 12, 2020

People learn from feedback and criticism, especially when they take time to honestly reflect on their presentation and offer their own sincere criticisms. You'll be a better communicator if you identify the communication behaviors you want to keep as well as the behaviors you want to change. This performance appraisal process was designed to facilitate your critical thinking and enhance your communication abilities.

After your team's practice presentation, review the video that will be sent to you. Spend some time reflecting on your performance – even when you're standing in the background while another team member is speaking. Follow the instructions on the Performance Appraisal Report form that will be sent to your email address. You will be graded on your ability to critically assess your own performance and identify specific behaviors to keep and to improve.