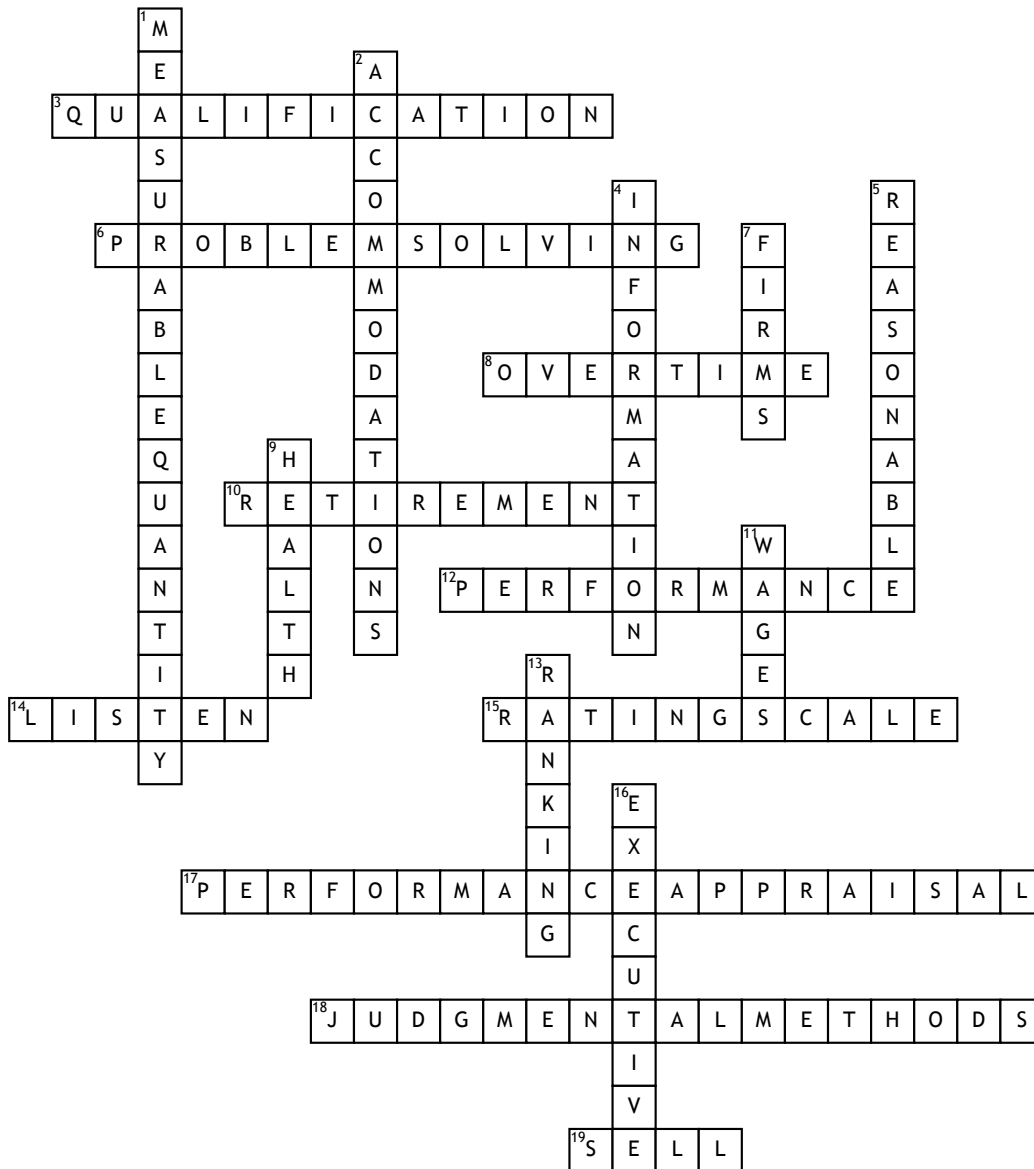


# Employee Training, Development, and Performance Appraisal



## Across

3. Civil Right Act: Ensures that employers do personnel decisions on the basis of employee \_\_\_\_\_

6. employee evaluate their own performance and set their own goals for future performance

8. Fair Labor Standards Act: Established minimum wages and \_\_\_\_\_ pay rate

10. Employee Retirement Income Security Act: Protects \_\_\_\_\_ benefits of employees

12. \_\_\_\_\_ Feedback: Information and opinions provided to employees based on how they work

14. Tell and \_\_\_\_\_: supervisor tells employees what has been right and wrong with the employee's performance and then gives employee chance to respond

15. \_\_\_\_\_ is most popular judgemental appraisal technique

17. Is the evaluation of employees' current and potential levels of performance for managers to make objective human resources decisions

18. Require that the manager, judge or estimate the employee's performance level

19. Tell and \_\_\_\_\_: superior tells employees how good or bad the employee's performance has been and the attempts to persuade the employee to accept the evaluation

## Down

1. Objective appraisal methods use \_\_\_\_\_ as the basis for assessing performance

2. American Disabilities Act (ADA) requires businesses to make reasonable \_\_\_\_\_ for applicants and employees with disabilities

4. Occupational Safety and Health Administration (OSHA) was created to make sure employers were providing their employees \_\_\_\_\_ and tools for safety and health

5. \_\_\_\_\_ accommodation is any modification or adjustment to a job or work environment that will enable a qualified employee with a disability to perform a central job function

7. National Labor Relations Act and Labor-Management relations Act: These laws are concerned with dealings between \_\_\_\_\_ and labor unions

9. Occupational Safety and Health Act: Mainly concerned with issues of employee \_\_\_\_\_ and safety

11. Equal Pay Act: Specifies men & women who are doing same jobs must be paid same \_\_\_\_\_

13. \_\_\_\_\_ is used when the manager ranks subordinates from best to worst

16. Affirmative Action: Series of \_\_\_\_\_ orders by the President