**Part 2 - material for practicing**

1. Calculate the work value in points and calculate the worker's remuneration for assessing his performance and behavior, taking into account 5 criteria. The amount of work with the weight of criterion 30, the quality of work with the weight of 40, the observance of deadlines with the weight of 15, economy with the weight of 10, discipline with the weight of 5. 5, 2.st. 25, 3.st. 50, 4th century 75, 5th century 100. The rate of performance of work is 50%, the rate of quality of work is 75%, the rate of compliance with deadlines is 75%, and the rate of economic efficiency and discipline is given by the third level of 50%. The point value is 100 CZK.

Calculation: value of work = sum (weight of criteria \* weight of criteria) \* 100

1. Calculate the Ota employee's annual bonus, working for 4 years in the marketing department.

**Objectives**

His basic salary is CZK 30,000 / month, 100% bonus is calculated as 25% of the twelve-month salary

• 1. goals achieved one target of 85%,

• 2 goals exceeded 100%

• 3 goal one fulfilled 100%

The weight of the first common economic goal is 40%,

The weight of the second goal is 20%

Weight of the third goal is 40%

**Performance**

Employee performance criteria are quality, reliability, initiative, quantity

• Higher quality

• Reliability to reach a higher level

• Initiative partial compliance level

• Flexibility to meet levels

**Methodology**

For a large multinational energy firm, the assessment interview is the basis for determining the bonus amount for middle and higher management. The amount of the bonus depends on:

- level of achievement of the set objectives (weight 30%)

- evaluation of employee performance (weight 70%)

The following topics are discussed during the evaluation interviews:

Objectives

• How far last year's goals were achieved.

Performance evaluation

• What was the performance of the employee last year?

Objectives

Objectives from the previous year. The level of achievement of individual goals is evaluated by points 1 to 4. By multiplying the evaluation of individual goals by the weights of the given goals you get the result of the partial goals, which we then add up.

Table 1: EVALUATION OF OBJECTIVES

Completed to more than 100% 4b

Completed at 100% 3b

Passed 75% or more 2b

Passed to less than 75% 1b

Performance evaluation

The evaluation interview identifies the following five to six areas / dimensions of performance assessment (leadership (for managers), quality, quantity, initiative… ..). As in the case of goal evaluation. The different performance dimensions of points 1 to 4 are evaluated.

Quality and quantity Customer orientation Initiative

Table 2: EVALUATION OF PERFORMANCE CRITERIA Reliability Score

The achieved level is higher than the required 4b

Meets required level 3b

The level achieved only partially fulfills the requirements 2b

The level achieved does not meet the requirements of 1b

After evaluating each performance dimension, the points are added together and divided by the number of performance dimensions (performance criteria).

This gives you a partial result for evaluating performance.

Bonus calculation

From the partial result of the level of achieved goals and the partial result of the performance evaluation

Calculates the end result multiplied by their weight

(performance \* performance weight) + (goals \* weight goals) =

ie. eg 3,25 \* 0,7 + 4 \* 0,3 = 2,275 + 1,2 = 3,475 ie. 120%

This will give you the final result. The following table shows the percentage of the annual bonus based on the final result.

Table 3: BONUS DETERMINATION ot the annual bonus

3.71-4.00 to 140%

3.51-3.70 to 130%

3.31-3.50 to 120%

3.01-3.30 to 110%

2.01–3.00 to 100%

1.01-2.00 to 50%

* 1. s a final result 0%

1. What criteria would you evaluate for the following employees and how much weight you would give them (max. 3)

• ELECTRICAL MANUFACTURER

• BANK STAFF WORKERS

• WORKSHOP IN BAND PRODUCTION

• RESEARCHER

• WAITER

• WORKER IN THE LOGISTICS DEPARTMENT

Examples: (performance, deadlines, economy, quality, flexibility, independence, creative thinking, diligence, customer satisfaction, company loyalty, value added, behavior towards customers, complaints, safety at work, discipline, work experience, adaptation, ability learn, adaptability, reliability, pleasant behavior, leadership, initiative, customer orientation, diligence, pleasant behavior,… ..)

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