



**Canadian Institute of
Plumbing & Heating**

**L'Institut canadien de
plomberie et de chauffage**



benchmarking, marketing and management

Employee Performance Improvement Tool Kit

The Employee Performance Improvement Tool Kit helps distributors develop a comprehensive set of job descriptions, establish a performance evaluation system, and develop and conduct new employee orientations that maintain and increase employee enthusiasm.

- **Analyze the jobs in your company and write descriptions that tie employee jobs to the goals of your business**
- **Use the 21 sample descriptions of jobs common to Industrial Distribution to customize these jobs for your own company**
- **Focus performance evaluations on measurable job goals and set future goals and development plans in an objective, non-emotional manner**
- **Develop a New Employee Orientation that builds upon the good will and enthusiasm of the new employee, engages the entire team and ensures a comprehensive introduction to your company without overloading the new employee.**

The Tool Kit's CD-ROM contains all templates, checklists and samples in Microsoft Word Format. You can save these to your computer, customize them for your own company and archive them so you can maintain them easily and update them at will.

The Employee Performance Improvement Tool Kit was exhaustively reviewed during the development process by dozens of distribution industry professionals to ensure the most industry relevant descriptions possible. Here's what just a few of them are saying:

“What a great tool to help connect our corporate goals to each employee's performance through job descriptions and evaluations! It just makes so much sense to tie job descriptions, evaluations and training all together. This is yet another great resource from the ASA Education Foundation.”

Pam Maloney Mouton
Learning & Development Coordinator
Coburn Supply Company Inc.

“I thought our descriptions and performance evaluations were effective until I found this Tool Kit. Now I know how much better we can be at connecting our people's performance to our goals. What an eye-opener.”

Jack Hester
Chairman
F.W. Webb Company

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EMPLOYEE PERFORMANCE IMPROVEMENT TOOL KIT



QUESTIONS ABOUT EMPLOYEE PERFORMANCE TOOL KIT?
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