

"Employee Appraisal" course offered

The word has just broken that your office manager... an extremely capable individual who has handled all the day-to-day operations of your company since its start-up...has accepted a job in another city. You are completely at sea. No one else, yourself included, knows all the inner workings of the firm, and there are no obvious internal candidates to fill the vacancy. And you will have to act quickly, because you have been given the minimum two weeks' notice.

Down the hill, the partners in a two-person firm are confronting a different dilemma. One of the partners has been aware for some months now that her counterpart is not pulling his weight. Partner A. has bitten her tongue for the last four weeks, hoping that the situation would correct itself, but she now realizes that isn't going to happen. The subject has to be broached, and she is feeling very uncomfortable about what she is going to have to say.

Two floors down, a year-end performance evaluation session has left a great deal of undischarged tension in the air. The employee in question has emerged from his supervisor's office feeling very much thwarted. He had gone into this morning's meeting full of suggestions about how to improve office productivity, and has left without having been given a chance to say anything. His boss wanted only to tell him to keep on doing things just the way they've been done for the last three years, and wasn't at all interested in hearing about new approaches. "I don't pay to you to redesign the staffing structure, John. Why are you wasting your time on something completely outside your responsibilities?" Why indeed, John thinks to himself as he shuffles halfheartedly back to his desk.

Do any of these situations sound at all familiar? There is a great deal more to good personnel management than hiring the right people, but in a lot of companies,

that seems to be where it stops. If you don't have any formal system for evaluating your staff at the moment, or if the system you've been using doesn't seem to be getting the results you were hoping for, then how do you turn the situation around? How do you decide what sort of strategy will work best in your particular business circumstances? How do you implement it? And how does it fit into the broader picture of employee training, supervision, and career development.

When you are in charge of a small staff---say, up to ten employees---it becomes even more important that each member be encouraged to put forward his or her best effort. Some insights into doing that, particularly, in the the context of a small enterprise, will be forthcoming in a twelve-hour evening course that gets underway very shortly at the University of New Brunswick. Dr. Andrew Templer of the University's Faculty of Administration

will lead you through some of the most practical aspects of "Employee Performance Appraisal", and equip you with some workable solutions to carry out in your business. The four evenings of the course (April 4, 9, 11,

and 16) will focus on these topics: a working definition of performance appraisal systems, and the steps towards putting them into operation; performance appraisal as part of overall personnel management; actual mechanisms for carrying out performance assessments; and problem areas and how to deal with them. The course tuition fee is sixty dollars.

This is the final course in this winter's small business series, "Surviving in a Competitive Market", co-sponsored by the Fredericton Chamber of Commerce and the UNB Department of Extension and Summer Session.

Individuals interested in attending this course, or wishing further information about it, are advised to contact the UNB Department of Extension at 453-4646. The Extension Office is located in Room 119 of MacLaggan Hall (next to campus bookstore, just off Windsor Street) and is open from 8:30 a.m. to 9:00 p.m. Monday through Thursday, and until 5:00 p.m. on Friday.



classifieds continued

Large 2 bedroom apartment available to sublet from May 2nd to August 30th. Laundry facilities, storage room, sauna and private parking space. 15 minutes walk from UNB. \$350 per month. Call 455-2217.

3 bedroom fully furnished apartment to sublet from May 1st to June 30th. Close to campus (15 minutes walk). For reliable and responsible individuals only. Phone 455-0696 Monday to Friday afternoon. (Option to rent July and August).

Large Bachelor apartment to sublet, modern, fully carpeted, close to campus, laundry facilities. Available Available April or May -August 31. \$200 per month, including hot water. Phone Peter at 454-6177.

Apartment for rent starting April Three bedroom - \$430 per month. Heat included. Phone 472-5068 between 10 a.m. and 10 p.m.

A room to sublet in a clean, all carpeted partially furnished apartment. 12 minutes walk from the campus. Quiet area, immediate

occupancy. Rent negotiable. Please call 453-4592 anytime or 455-2118 after 7 p.m.

1 bedroom apartment in quite environment. Very clean and well kept. Laundry facilities, tennis courts, swimming pool included. Bus stop directly in front of apartment. Available May 1st. Call 455-0717.

Large two bedroom to sublet from May 1 to August 31. Furnished, laundry in building, minutes from campus. Located at 690 Graham Ave, rent negotiable (best offer). Phone 455-0767.

Bachelor apartment available to be sub-leased from May 1 to September 1. Furnished if desired. 15 minute walk from U.N.B. If interested phone 455-3477.

Two-room apartment, free hot water, furnished. Large sitting room & kitchen. Quiet. Near Harvey's Hamburger on Regent. Call 454-5814 for more information.

Apartment for Rent, available May 1st. 2 bedroom, heated. \$385

monthly. 335 Charlotte Street. Call 455-1856.

2 bedroom apartment at 340 Connaught St. to sublet. Available May 1. \$300 per month. Phone 454-1256 after 4:00 p.m.

3 bedroom flat located 10 minutes from campus or 5 minutes from downtown, for sublease. \$265 per month includes heat and electricity. Available by the end of April. Phone: 457-2545.

Totally furnished two bedroom apartment 15 minutes from campus has a vacancy for 1 or 2 people in one room from May through August. Rent negotiable. Phone Wilfred at 455-5474 after 6 p.m.

One bedroom apartment to sublet. Totally furnished. \$180 per month. Heat and hot water included in rent. You pay only for electricity and phone. Located at corner of Regent and Beaverbrook. Phone 455-8399 after 5 and ask for Deb or Steve. Close to downtown and UNB.

Large 3 bedroom apartment for sublease. Close to University (8 minutes walk) Available May to August inclusive. Rent \$300 monthly. Partially furnished. Phone 454-5412. 321 University Ave.

LAST CHANGE to sublet apartment. Available May 1st August 31. \$400 per month, 4 bedrooms. Excellent location on Regent Street. 10 minutes walk to downtown or campus. Partially furnished. Wall to wall carpet. Large semi-private backyard. Looking for responsible individuals. We must have commitment before Sunday, April 1st. Call 455-6617 anytime.

To sublet beginning May 1. 2 bedroom apartment heated and furnished. 120 Dunns Crossing Road. May take over lease. Phone 454-9817.

Large 2 bedroom apartment to sublet from May 1 to Aug. 31. Located on Graham Ave. Fully furnished and laundry facilities. Call 454-0791. \$300 per month.

Two bedroom apartment, 10-15 minutes walk from

campus. Bus stops at the doorstep. Phone 454-8356.

745 Graham Ave. One bedroom, fully furnished with 2 double beds. Price very negotiable. Just a rock's throw from campus. Call anytime 455-1447.

2 bedroom apartment on Graham Ave. Laundry facilities and sauna. May 1 -August 31. \$300 per month. Phone 455-4147.

2 bedroom apartment available to be subleased from May 1 to Sept. 1. Fully furnished, 15-20 minute walk from UNB. If interested phone 457-0336 (after 3:00 p.m.)

FOR SALE

Tapco 6100 RB, 6 channel, balanced inputs \$600.00. Aria Analog Delay, rack mountable - \$250. Tapco 500 Power Amp. fan cooled, limiters, 500 watts - \$500. Tapco 120 Power Amp, limiters, peak lights - \$300. Pair of Peaucy SP-1 Speakers, 15" folded bottom, radial horn internal crossovers, new \$2195, used \$1000. Phone 454-4362.