



# Flexible benefits

## Objectives:

- ◆ To enable Ss to talk about employees' benefits and staff appraisal;
- ◆ To practice reading for gist and specific information;
- ◆ To practice listening for gist and specific information.



# Flexible benefits

Speaking: work in pairs.

- ◆ What benefits does your partners' parents' company offer?
- ◆ To think of a list of benefits they would like to have in their ideal job.(at east 5)

Pensions, company car, cell phone fee,  
leisure traveling, annual body exam,



# Flexible benefit

Reading :

- ◆ PricewaterhouseCoopers, the global professional services firm, operates a flexible benefits system called *Choices*. Which of the benefit on p. 119 might the employees listed on this page be interested in?
- ◆ Read ‘How Flexible Benefits Work’ on p.120, and try to find answers to the questions below this article.
- ◆ Read ‘The Advantages of Flexible Benefits’, complete the document with the correct benefit on p. 121.

# Flexible benefits

Speaking: complete the table on p. 122 with the information about *Choices*, talking about the advantages and disadvantages for the employees.





# Staff appraisal

## Related Vocabulary:

- ◆ Staff appraisal 员工评价
- ◆ Appraisal scheme 评价体系
- ◆ Current scheme 现有的（评价）体系
- ◆ Workload 工作量
- ◆ Subsidize 补贴、津贴
- ◆ Internal vacancy 内部（职务）空缺
- ◆ Job description 职务描述
- ◆ Promotion prospects 晋升机会

# Staff appraisal

- ◆ Give feedback 给予反馈
- ◆ Meet aims/objectives 达到目标
- ◆ Miss targets/deadlines 未达到目标、错过截止日期
- ◆ Training policy 培训制度
- ◆ Performance 表现、工作成绩
- ◆ Corporate strategy 公司战略
- ◆ Pinpoint 查明
- ◆ Air one's grievance 发泄不满情绪
- ◆ Moan about 抱怨
- ◆ Hand over (工作) 移交
- ◆ Ensure success 确保成功



# What is staff appraisal?

- ◆ Appraisal is a management tool used to promote **Continuous learning and improvement through a process of self assessment and reflection.** An appraisal centers upon **improving an individual's performance and development by means of a well-prepared, honest and open discussion between the appraiser and appraisee.** Appraisals provide a formal, recorded, regular review of an individual's performance, and a plan for future development.
- ◆ Appraisal is **one component of the performance and management review framework.**
  - ◆ The Annual Staff Appraisal scheme is **based on objective setting in all aspects of your job, based on the contributions that employees make.** The review period will cover the previous 12 calendar months.



- ◆ Staff appraisal form
- ◆ After reading this form, try to figure out the main purposes of staff appraisal.





## Purpose of staff appraisal:

- ◆ The main purpose of appraisal is to **improve the performance of individual members of staff**, and thereby **improve the performance of the whole company**. An appraisal gives rise to an action plan of continuous learning and improvement. It also ensures that an individual's performance is in tune with the organisation's strategic objectives. Through the establishment of individual development needs, appraisals are essential for facilitating career and succession planning.



# Purpose of an appraisal are---(an example from a company):

- ◆ To review the accuracy and validity of the job description and if necessary to amend it.
- ◆ To assess how well the officer is undertaking the job description and to agree any remedial actions necessary.
- ◆ To evaluate the efficacy of communication between the officer and line manager. The efficacy of support from the organization and to agree any remedial actions necessary.
- ◆ To identify the aspirations that the officer has for the post, within the organization or personality and where possible recognize them within a plan of action.
- ◆ To agree targets and timetable for achievement and review.



Speaking: Work in pairs.

- ◆ Look at the list of reasons for staff appraisal on p.123. Which you think are the three most important? Why?



## Listening:

- ◆ Five people talk about their appraisals. listen and decide the main topic of each extract on p.124.



Reading :

- ◆ Read ‘Monitoring performance’ on p. 125.  
And try to finish all the questions on p.126.



# Assignment

Writing:p.126

You work in the Human Resource Department.  
Write a 40-50 word e-mail about staff appraisal to managers to [shuai1981@gmail.com](mailto:shuai1981@gmail.com):

- ◆ Telling them when the appraisals should take place;
- ◆ Asking them to send a copy of the appraisal report to you;
- ◆ Reminding them to book an interview room if necessary.