



OL 620 Module Two Short Paper Guidelines and Rubric

Write a short paper addressing an existing performance appraisal process. Begin by thoroughly reading the assigned chapters, including the case study “Appraising Performance at Precision” at the end of Chapter 3 in your textbook. Then write a short paper that adequately answers the following questions:

- What are some **problems** with Precision’s performance appraisal process that might cause challenges for Jackson to implement a merit pay program?
- What changes do you **recommend** Precision make to the performance appraisal process to align it with a merit pay program?

Guidelines for Submission: Your paper must be submitted as a 2- to 3-page Microsoft Word document (in addition to a cover page and references) with double spacing, 12-point Times New Roman font, and one-inch margins. Use at least three sources, which should be cited according to APA style.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
Problems	Meets “Proficient” criteria and provides thorough rationale with specific and relevant examples	Indicates problems with the performance appraisal process and includes specific details in explanation	Indicates problems, but the explanation is irrelevant or lacks specific details	Does not indicate problems with the performance appraisal process	45
Recommendations	Meets “Proficient” criteria and provides specific and relevant recommendations	Provides recommendations and includes specific details in explanation	Provides recommendations, but the explanation is irrelevant or lacks specific details	Does not provide recommendations	45
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy to read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Total					100%