

Linn Benton Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

Linn Benton Employer Council, Albany Area Chamber of Commerce, Lebanon Area Chamber of Commerce and the Albany, Corvallis and Lebanon Employment offices invite you to attend:

Bureau of Labor and Industries (BOLI) Seminar Conducting Effective Employee Evaluations

Presenter: Donna Renton-Ried

Wednesday, June 4, 2008

Central Willamette Credit Union Headquarters
7101 Supra Dr SW, Albany

8:30 a.m. check-in and continental breakfast
9:00 a.m. to noon – Workshop

Employee evaluations can be an effective tool to manage employee performance. This important task is often postponed or simply ignored. Join us to discuss tips and best practices to ensure your employee evaluations are effective and legal.

Topics include:

- Updating evaluation forms
- Job descriptions
- Tips to communicate areas for improvement
- Reviewing employer policies
- Conducting the evaluation meeting

Bring your business card to be included in drawings!

Cost: Visa and MasterCard accepted, \$59 person or \$49 per Albany or Lebanon Chamber member. Non refundable. Continental breakfast included. Limited seating available

For more information: Greg Ivers, (541) 967-2171, ext 264 or Greg.E.Ivers@state.or.us

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