



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Performance and Career Management							
Course Code		İK403		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	6	Workload	150 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The objective of this course is to teach the basic skills for an important application in the performance management and practice skills.							
Course Content		The content of this course covers Performance Evaluation System, Usage Area, Performance Evaluation Methods.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Prof. Mustafa KESEN							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Cavide UYARLIGİL, İşletmelerde Performans Yönetimi Sistemi, Arıkan, İstanbul, 2008.
2	Vahit BADEMCİ, Performans Değerlendirme, Gazi Kitabevi, Ankara.

Week	Weekly Detailed Course Contents	
1	Theoretical	The basic concepts of performance evaluation and performance measured.
2	Theoretical	Usage Area of Performance Management System in Business
3	Theoretical	Development of Performance Evaluation System, Defining Criteria and Standarts in Evaluation, Determining Operators of Evaluations
4	Theoretical	Performance Evaluation Methods; Ranking Method, Forced Distribution Method, Critical Incident Method, Method of Marking List.
5	Theoretical	360 Degree Feedback Approach; Objectives of Feedback, Succes Factors of 360-Degree Approach
6	Theoretical	Implementation of Performance Management System, Performance Planning, Performance Evaluation.
7	Theoretical	Performance Evaluation Reliability and Validity. Performance Evaluation Meetings.
8	Theoretical	Management of Evaluation Interview and the Improvement of Performance
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	Performance Development Strategies Implemented; Personnel Consultancy, Training Activities, Coaching, Discipline Programs, Employment Changes Regarding
12	Theoretical	Performance Management System, Training, Training Programs Types.
13	Theoretical	Using familiar Evaluation Results, Wage and Salary Administration.
14	Theoretical	E-Performance Evaluation.
15	Theoretical	Performance Evaluation System Implementation - Case Study

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	0	3	39
Assignment	1	0	25	25
Individual Work	13	0	2	26
Midterm Examination	1	27	1	28



Final Examination	1	31	1	32
Total Workload (Hours)				150
[Total Workload (Hours) / 25*] = ECTS				6
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Identifies and explains the management of performance evaluation.
2	Prepares and completes a performance evaluation plan.
3	Knows and explains 360 degrees performance evaluation plan.
4	Design and develop performance appraisal plan
5	Plan organizational and individual performance.
6	Provides performance measurement and evaluation.

Programme Outcomes (Human Resources Management)

1	Having adequate scientific knowledge of Human Resources Management, basic business concepts and other social sciences
2	Thinking critically and analytically
3	Having knowledge of communication and information technologies
4	In-depth understanding of the research process and application of a range of research techniques into studies, researches and projects
5	In-depth understanding of usage of Human Resources Management and other social sciences theoretical and applied knowledge together.
6	Ability to interpret basic Business concepts from Human Resource Management perspective
7	Ability to implement basic HRM responsibilities in institutions such as HR Planning and staffing, labor relations, occupational healthy and safety, training planning, performance and rewards management, career planning, employment and interview techniques and legal HR issues
8	Implementing quality process approach into HRM process by considering institutional development, internal and external customer satisfaction; in case of need, having sense of responsibility making contribution for problem solving and continuous development and process excellence ability by problem identification, goal setting, reorganisation and change management skills
9	Management of resources and assets by considering budgetary, financial and legal issues; management of projects/operations with the ability of planning, implementation, and auditing; Having skills on management of self and other people
10	Enriching result oriented working approach with continuous learning approach
11	Strong oral and written communication skills and ability to present ideas and information effectively
12	Monitor and communicate with colleagues in a foreign language using at least the European Language Portfolio B1 General Level
13	Ability to work with people of various cultural and educational background by valuing team work, developing empathy and listening skills
14	Being conscious on social, academic and professional ethical values
15	Development of critical theoretical appreciation of 'how', 'why' and 'where' HRM contributes to and supports employee and societal development, and implementing these approach for applied and graduate projects and working life

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3
P1	1	5	1
P2	1	3	2
P3	2	1	4
P4	3	3	3
P5	4	2	1
P6	5	3	2
P7	2	4	1
P8	3	5	4
P9	2	2	3
P10	2	1	2
P11	2	3	1
P12	3	2	3
P13	4	1	2
P14	2	3	3



P15	1	2	4
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