



Recruit, Retain and Evaluate: Strategies and Techniques for Effective Performance Appraisal Systems

PRESENTED BY:

CONNECT: Partnership for Nonprofit Solutions

Workshop Description:

Good employees are the foundation of any successful business. Knowing how to craft an excellent position description and an effective performance appraisal program will help you find and keep these ideal employees. Participants will learn:

- Elements of well-prepared position descriptions
- Performance appraisal concepts and approaches
- How to appropriately tie job descriptions into managing and appraising employees
- How to select the best forms for your nonprofit (samples will be provided!)

Presenter: Peggy Pargoff, PHR

Vice President, ManagEase

Date: Tuesday, December 4, 2007

Time: 9:00 a.m. – 12:00 p.m.

Registration to begin at 8:45; workshop will begin promptly at 9:00

Fee: \$65 per person*

* The fee is waived for current grantees of the Children and Families Commission of Orange County.



To Register, Fax or Mail the Registration Form to:

Janna McFerson

Phone: (714) 704-8777

Fax: (714) 704-8220

Email: jmcferson@orangewoodfoundation.org

RSVP must be received by November 27, 2007.

Location:

**Social Services Agency
Children and Family Services
800 N. Eckhoff St., Room 1304
Orange, CA 92868**

This workshop is made possible through a grant from the
Children and Families Commission of Orange County.





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**Presenter Bio:
Peggy Pargoff**

Peggy Pargoff is Vice President of ManagEase, Inc., a human resource and management services company, where she serves as a senior consultant and business development professional. Prior to joining the executive team at ManagEase, Peggy owned several successful market research and technical publishing companies. She started her career as a scientist, and holds a BS in biology from USC and an MS in microbiology from California State University at Long Beach. She is certified as a Professional in Human Resources by the Society of Human Resource Management. In addition to volunteering time with the Irvine Chamber of Commerce, Peggy has volunteered thousands of hours for such causes as public education, adult literacy, domestic violence prevention, and recording for the blind and has served on several non-profit boards. Peggy has traveled to more than 20 countries and lives in Mission Viejo with her husband Michael.

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Registration Form

Your registration form (and check if applicable – payable to Orangewood Children’s Foundation CONNECT) must be received in our offices on or before November 27, 2007.

Mailing Address

**Janna McFerson- CONNECT
800 N. Eckhoff St., 3rd floor, Bldg 123
Orange, CA 92868
Fax: (714) 704-8220**

Name:

Title:

Organization:

Address:

City:

Zip:

Email:

Phone:

Fax:

Please check this box if you qualify for a fee waiver as a current grantee of the Children and Families Commission of Orange County.

Credit Card Information

(complete if paying by credit card)

Name (as it appears on .card):

Circle Type of Card: MC VISA Discover American Express

Credit Card No: _____

Billing Address:

Expiration Date:

City:

State:

Zip:

Security Code*:

Signature:

*Security Code is either a 3 digit number found on the front or a 4 digit number on the back depending on your card type

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