**FACULTY: *Economic and*** ***Social*** ***Sciences***

**FIELD OF STUDY: *Economics***

**LEVEL OF EDUCATION: *first-cycle studies***

***FORM OF EDUCATION: full-time***

**PROFILE: *practical***

**SUBJECT CARD**

***(Sylabus)***

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| Subject Name**: Employee assessment and process of motivation** | | | | | | | | | | | | | | | **ECTS credits: 1** | | | | | | |
| Lecturer: **according to the list of lecturers** | | | | | | | | | | | | | | | | | | | | | |
| Year: **1** | | Lectures | | | Seminars | | | | | Laboratory exercises | | | Exercise | | | | BUNA\* | | Form of credit\* | | |
| Semester: **1** | | **0** | | | **0** | | | | | **0** | | | **18** | | | | **8** | | ZO | | |
| \* E – exam; Z – credit; ZO – passing with a grade, BUNA – without the participation of an academic teacher | | | | | | | | | | | | | | | | | | | | | |
| **The aim of**  the subject: *to familiarize with* *the* essence  *and role of the evaluation process and the result of this process (evaluation) in* *the* *management of* *a* modern  *organization. Indication of the essence and scope of the motivation process as a consequence of the employee assessment, acquisition of practical skills to identify and improve motivational systems, acquisition of an attitude of empathy towards employees and a subjective approach to man in the organization.* | | | | | | | | | | | | | | | | | | | | | |
| **Didactic methods:** *discussion, case study, independent experiences, own activity, tasks to be solved, solving didactic tests.* | | | | | | | | | | | | | | | | | | | | | |
| **Prerequisites:** *basic knowledge of business management.* | | | | | | | | | | | | | | | | | | | | | |
| **No** | **Subject matter of the classes** | | | | | | | | | | | | | | | | | | | | |
| **I** | **LECTURES: not** **applicable** | | | | | | | | | | | | | | | | | | | | |
| **II** | **CONVERSATIONS: not** **applicable** | | | | | | | | | | | | | | | | | | | | |
| **III** | **LABORATORY EXERCISES: not** **applicable** | | | | | | | | | | | | | | | | | | | | |
| **IV** | **EXERCISE:**   1. Employee evaluation – concept, essence, genesis, labor law and employee evaluations. Evaluating employees as part of the human resources management system. 2. Forms of employee evaluation in the enterprise. 3. Employee appraisal system and its structure. Employee evaluation objectives. Criteria for employee evaluation. Assessment methods and techniques. 4. Subjects of the assessment process. 360 degree rating. Areas and principles of using the results of employee evaluation. 5. The evaluation interview as a basic stage of the evaluation process. The formulas of the evaluative conversation. Principles of providing feedback to the employee from the assessment, giving constructive criticism and praising employees. 6. The problem of employees' resistance to evaluation - causes, manifestations, ways of increasing the acceptance of assessments by employees. 7. The process of motivation – the essence, the meaning of the relationship with employee evaluation. 8. Models of the motivation process as an element of the employee potential improvement system. 9. Elements of the incentive system.   Determinants of the process of motivating employees. | | | | | | | | | | | | | | | | | | | | |
| **V** | **BUNA:**   1. Employee assessment procedure on the example of a selected organization - design, implementation, use, monitoring at the operational and strategic level. 2. Mistakes in the evaluation process. Characteristics and methods of limitation. 3. Incentive systems in selected organizations - a study of practical cases. | | | | | | | | | | | | | | | | | | | | |
| **Learning outcomes** | | | | | | | | | | | | | | | | | | | | | |
| **Directional effects – symbol and specification** | | | | | | | | | | | **Objective effects – specification** | | | | | | | | | | |
| **in the field of KNOWLEDGE:**   1. **E1\_W01** has a comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and connections with other scientific disciplines, knows and understands the basic terminology of economic sciences. 2. **E1\_W03** has basic knowledge of the relations between phenomena, entities, structures and economic institutions on a micro-, macroeconomic and sectoral scale, both in real and monetary terms, including the chosen specialization in the field of economics. He knows how to apply knowledge in practice. 3. **E1\_W04** Knows basic research approaches and typical methods and tools, including statistical mathematical and IT ones, used to describe/analyze selected entities, relations between them or phenomena on a microeconomic scale knows the methods created by the discipline of science economics to study the types of economic and social ties and relations and the regularities governing them, including in the field of selected specialization in the field of economics. 4. **E1\_W07** Explains and illustrates the importance of norms and rules (legal, technical-organizational, moral, ethical) organizing the structures and institutions of economics. Knows and understands selected facts, objects, phenomena and complex relationships between them**.** 5. **E1\_W08** has knowledge about the transformation processes of entities, institutions and economic structures and about their causes, course, scale and effects. | | | | | | | | | | | He has knowledge about human behavior in the organization and his approach to the issues of employee assessments, as well as motives for acting in desirable and expected situations.  Can practically define methods and tools for conducting employee assessment, knows the principles of obtaining data from the conducted assessment for the construction of an optimal incentive system.  Is able to use the acquired knowledge regarding employee assessment in a practical way in the field of adapting the incentive system to changing economic and social conditions and the situation of the organization.  Knows the legal norms used in the employee evaluation process.  He has knowledge of the transformation processes of entities and institutions as well as economic structures. | | | | | | | | | | |
| **in terms of SKILLS:**   1. **E1\_U0 1** is able to correctly observe and interpret economic phenomena and economic processes, using basic economic terminology. 2. **E1\_U02** Able to use basic theoretical knowledge and effectively and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines. 3. **E1\_U08** can to take an active part (as a collaborator or leader) in the analysis and evaluation of alternative solutions to economic problems and to choose methods and instruments that allow rational resolution and optimization of them. | | | | | | | | | | | Can acquire the necessary knowledge in the field of employee assessments and use this knowledge in improving the process of motivating employees in organizations.  He has practical skills to develop in the form of a draft employee assessment procedure conducive to the improvement of the motivational process in the organization. He has the ability to analyze the course of employee assessment and the motivational process implemented in the organization.  He is able to use the acquired knowledge and skills in the independent implementation of tasks in the area of employee assessments and the motivational process. | | | | | | | | | | |
| **in the field of SOCIAL COMPETENCES:**   1. **E1\_K01** understands the need for learning and an assertive and empathetic approach to and adaptation to changes in the professional environment on a microeconomic and macroeconomic scale. 2. **E1\_K02** can actively cooperate in teams, including international ones, and assume different roles, respecting social-cultural, ethical and legal norms. 3. **E1\_K03** can appropriately define priorities to achieve the goal set by him or others, plan and organize tasks related to its implementation, and take responsibility for the results of his work and the team. 4. **E1\_K06** Is able to independently supplement and improve acquired knowledge and economic skills, is open to new ideas and techniques, has a tendency to learn by any method and has a natural need to interact with others. | | | | | | | | | | | It identifies the determinants of the motivational process and, based on the principles of employee assessments, diagnoses the causes of barriers. In a workshop way, he finds solutions to the problems of assessing work and motivation to work.  The student, through his commitment, has the motivation to further explore the issues of employee assessments and motivation as well as strives to exchange experiences with other students.  It represents appropriate values such as; cooperation, honesty, camaraderie, necessary for the proper performance of tasks as well as constituting the basic foundation of work in HR.  Independently complements the knowledge in the field of motivating employees. | | | | | | | | | | |
| **Ways to verify learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)** | | | | | | | | | | | | | | | | | | | | | | |
| **Effects(symbol)** | | | | Written exam | Spoken exam | | Colloquium | Essay/Paper | | Homework | | | Individual presentation | | Group presentation | | Activity in class | | Participation in the discussion | | Individual project | Group project |
| E1\_W01,  E1\_W03,  E1\_W04,  E1\_W07,  E1\_W08 | | | |  |  | | **X** |  | |  | | | **X** | | **X** | | **X** | | **X** | |  |  |
| E1\_U01,  E1\_U02,  E1\_U08 | | | |  |  | | **X** |  | |  | | | **X** | | **X** | | **X** | | **X** | |  |  |
| E1\_K01,  E1\_K02,  E1\_K03,  E1\_K06 | | | |  |  | |  |  | |  | | | **X** | | **X** | | **X** | | **X** | |  |  |
| **Form and conditions of passing the subject:** realization of the project (independently / group) with discussion; passing based on practical tasks discussed during the course, passing classes in writing - issues of a closed and open interpretative nature. | | | | | | | | | | | | | | | | | | | | | | |
| **Basic literature:** *(up to 3 items)*   1. Czubasiewicz H., *Okresowe ocenianie pracowników*, Wydawnictwo Uniwersytetu Gdańskiego, Gdańsk 2005. 2. Król H., *Zarządzanie kapitałem ludzkim*, Akademia L. Koźmińskiego, 2007. 3. Warwas I, Rogozińska –Pawełczyk A*., Zarządzanie zasobami ludzkimi w nowoczesnej organizacji*, UŁ, 2016. **IBUK Libra**   **Supplementary literature:**   1. Becker B., Huselid M., Urlich D., *Karta wyników zarządzania zasobami ludzkimi,* Oficyna Wydawnicza Wolters Kluwer, Warszawa 2012. 2. Janowska Z., *Zarządzanie zasobami ludzkimi*, PWE Warszawa 2005. 3. Kozłowski W., *Zarządzanie motywacją* ,Cedewu 2010 4. Pocztowski W., *Zarządzanie zasobami ludzkimi*, OE, Kraków 2009. 5. Ward P., *Ocena pracownicza 360 stopni. Metoda sprzężenia zwrotnego*, Oficyna Ekonomiczna, Kraków 2005. | | | | | | | | | | | | | | | | | | | | | |
| **Author of the program:** | | | | | | | | **Acceptance of the Vice-Rector for Teaching and Student Affairs** | | | | | | | | | | | | | |