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Falcone, Paul. (2005). *2600 Phrases for Effective Performance Reviews: Ready-to-Use Words and Phrases That Really Get Results*. New York, NY: AMACOM. ( [Books 24x7: BusinessPro](#) )

Kirkpatrick, Donald L. (1982). *How to improve performance through appraisal and coaching*. (2nd Ed.). New York, NY: AMACOM.  
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DelPo, Amy. (2005). *The Performance Appraisal Handbook: Legal & Practical Rules for Managers*. Berkeley, CA: Nolo. ( [Books 24x7: BusinessPro](#) )

Grote, Dick. (2002). *The Performance Appraisal Question & Answer Book: A Survival Guide for Managers*. New York, NY: AMACOM.  
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Bacal, Robert. (1999). *Performance Management*. Boston, MA: McGraw-Hill. ( [Books 24x7: BusinessPro](#) )

Armstrong, Sharon & Appelbaum, Madelyn. (2003). *Stress-free performance appraisals: Turn your most painful management duty into a powerful motivational tool*. Franklin Lakes, NJ: Career Press.  
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