



Giving Performance Reviews

This class is designed to assist managers in the creation and presentation of employee performance reviews.

To that end, this class discusses common review topics, do's and don'ts, manager/employee interaction and the performance review process. Can be customized to integrate your company performance review policies. Listed below are some of the topics covered in this class.

General Background

- The importance of giving quality performance reviews
- Types of reviews including narrative and quantitative
- Topics include prior period performance, goal setting and personal attributes

Preparing a review

- The importance of feedback throughout the year, not just at formal review time
- The value of using concrete examples, rather than vague generalities
- The need for accuracy and an understanding of the review from the employee's perspective

Giving/Presenting a review

- Being objective not emotional, constructive not critical, respectful and thoughtful
- The importance of two way discussion, rather than a one-way soliloquy
- The importance of making goals, plans and objectives actionable and measurable

The performance review cycle

- Overview of the annual review process including the steps, participants, and processes
- The relationship with salary planning, budgeting and other internal company processes

Food for thought

- An employee does great work, but has personal hygiene issues. Is it included in the review?
- An employee with performance issues is a personal friend. How do you write their review?