

Performance Review Discussion Tips

Properly delivering feedback on an employees' performance takes some practice, but if done properly, it builds trust, recognizes employees' accomplishments, and can really make the organization a more productive workplace.

Tip # 1: CREATE THE RIGHT SETTING

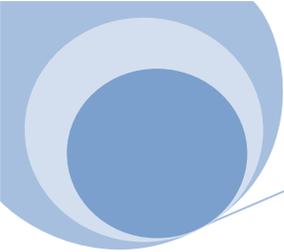
- Conduct in private
- Find a one-on-one environment without interruptions
- Ensure the time is good for both of you

Tip #2: NO ONE LIKES SURPRISES!

- Schedule performance appraisal appointments ahead of time
- Give your employees time to prepare for the discussion
- Ask employees to come prepared to discuss their performance

Tip # 3: RE-CLARIFY PERFORMANCE EXPECTATIONS

- Re-clarify the performance you are expecting
- Articulate the performance standard in writing and describe it and explain it
- Be prepared to answer "Is there anything I should be doing more of?" or "Is there anything I should be doing less of?" or "What should I be doing differently?"



Performance Review Discussion Tips

Tip #4: USE SELF-FEEDBACK

- Ask your employees how they think they performed during the last appraisal period
- Allow them the opportunity to provide you with specific details on their performance
- Use your active listening skills and be genuinely willing to change your belief in how you view an employees' performance

Tip #5: DEALING EFFECTIVELY WITH DISAGREEMENT

- Create a safe environment
- Ensure there are no penalties if they tell you something you don't want to hear
- Discuss the reasons for disagreement
- Agree on steps to fix the problem
- If necessary, agree to disagree and sign the paperwork acknowledging that the discussion occurred -- the employees' signature does not necessarily mean consent with the rating

Tip #6: REWARD EXCELLENT PERFORMANCE

- If an employee has done an outstanding job, then reward them
- If your budget just won't allow for reasonable performance awards, let your employees know and find alternative ways to compensate the employee
- Get suggestions from employees on what rewards they prefer