

ej4



Conducting a Performance Review

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Course description

Performance reviews aren't typically the most enjoyable part of anyone's job, whether you're the reviewer or reviewee, and even if you're an A+ performer. Managers, this course is designed to help you turn the review process into a positive experience. We'll talk about how to conduct reviews effectively, to get the best possible outcomes from your employees. We'll discuss setting clear expectations, creating achievable goals, and staying in frequent communication throughout the year. We'll also go over what steps to take before and during each review.

Setting expectations

List two expectations that should be set for your employees from the very start.

- 1.
- 2.

What is the lowest frequency recommended for meeting with your employees throughout the year?

Why is it important to meet with your employees frequently and informally?

Before the review

What homework should you do before the review?

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Before the review (cont.)

What homework should you assign to the employee?

During the review

The first thing you need to do for a successful review is to set aside enough _____ for it.

List and **describe** three things you should discuss during a review.

- 1.
- 2.
- 3.

Why is it important to be specific when giving criticism?

Circle one: Give **general** / **specific** praise.

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During the review (cont.)

What are four things you should discuss regarding the employee's future?

1.

2.

3.

4.

Set _____ before you end your meeting.

Application Questions

1

As an employee, have you ever experienced a lousy performance review? Or perhaps none at all? Describe the negative impacts from that experience.

2

Based on the information provided in this course, how would you rate yourself on conducting performance reviews? What do you do well? Are there areas of possible improvement? Explain your answer.