



Supervisor NEWSLETTER

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Tips for Improving a Performance Review

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Performance reviews can be a bit of an art form as they can require delivering good news and bad news simultaneously while ensuring conversations are both honest and beneficial. When conducting performance reviews, consider the tips below.

Specific Feedback

Sometimes there's a tendency to be vague—how can an employee get upset if they aren't sure what to be upset about? Being vague may prevent your employee from improving. Try to point out specific areas for growth—give examples, ideas, and encouragement. It can be a mark of respect to tell an employee you want more from them. It's okay to cheer your employees on and congratulate them wherever they deserve it.

Clear Communication

Sometimes an employee may be let go for issues they didn't see coming. Straightforward communication can help prevent surprises. If your employee has issues they need to work on, be transparent. They deserve a fair chance at correcting the issue and clear communication can avert such misunderstandings.

Thoughtful Preparation

Some managers like to conduct performance reviews “on the fly.” However, simply copying and pasting last year's goals can leave a negative impression on your employees. Unless you've spent a lot of time with your employees, this approach may not produce the best outcome possible. Take time to prepare in advance so you can offer concrete, actionable suggestions.

Timely Follow Up

You meet with your employees, fill out paperwork, and then forget the most important part: follow up. The point of a performance review isn't just to address issues, but also to build strategies for moving forward. Designating time to check in on the progress of your employees' goals sends the message that their development is important to you.

Open Discussion

Most employees spend a lot of time thinking about their career: where they are or where they want to be. Central to a leader's role is the ability to help others succeed. A simple way to get started is by asking employees where they see themselves within the organization or beyond (the answer may just surprise you!). This can lead to a more meaningful conversation and strengthen trust between manager and employee.

Performance reviews may not be easy, but that doesn't mean they have to be a waste of time. Making the effort to maximize their effectiveness will likely pay dividends in your team morale and commitment, and ultimately make your job a little easier—and reduce some of that pre-review dread.