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# 10 Tips

# EFFECTIVE EMPLOYEE PERFORMANCE REVIEWS



1

SET TRANSPARENT STANDARDS

2

MONITOR THROUGHOUT  
THE YEAR

3

HAVE A CONVERSATION

4

BE PREPARED FOR THE  
MEETING AHEAD OF TIME

5

SET GOALS WITH YOUR  
EMPLOYEES

6

BE HONEST AND SPECIFIC  
WITH CRITICISM

7

DON'T COMPARE EMPLOYEES

8

DON'T ONLY GIVE NEGATIVE  
FEEDBACK

9

FOCUS SOLELY ON  
PERFORMANCE

10

GIVE ONGOING FEEDBACK