

4 RULES FOR CONDUCTING SUCCESSFUL PERFORMANCE REVIEWS

1

HAVE A CONVERSATION

Constructive performance evaluation should be a discussion within 2 people. Pay attention to your employee's concerns and the way they want their career to grow. Then, together with the larger team, you help the staff member meet their career goals.

BE HONEST AND SPECIFIC WITH CRITICISM

Downplaying or sugarcoating the situation is not a good choice since it can make your employees even feel more confused and uncomfortable. Rather, be honest and specific with criticism.

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DON'T COMPARE EMPLOYEES

Never compare the performance of one staff member to another because it can lead to unhealthy competition and conflict.

SET GOALS WITH YOUR EMPLOYEES

Set goals that suit the strengths and weaknesses of each individual. Dig deep with each employee to find new goals that are relevant to their position and keep them motivated.

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