

HOW TO

Get the most out of your people through effective performance reviews

Tips and Guides for Managers

Conducting performance reviews can be time consuming and are often avoided by managers as they don't want to have those difficult conversations.

They are however a great opportunity for a two way conversation. Apart from sharing an interest in your staff member, they can boost morale, help with resource planning, provide an opportunity for feedback both positive and to identify development areas and support the employee to reach their potential.

Looking Back

- Consider how the employee has performed against the job role and objectives
- Use examples to demonstrate areas of good performance and identify areas for improvement
- Involve the employee - ask them to consider their performance
- Make feedback constructive and show support

Looking Ahead

- Setting SMART objectives provides focus and allows measurement against performance
- Ensure the employee knows what is expected of them and show support where improvement is required
- It's a great opportunity to discuss future aspirations which can help with resource planning

Remember, a performance review should not be feared, it's not a disciplinary and there should be no surprises.

How can we help?

- Develop a performance review process that meets the needs of your business and your values
- Develop a competency matrix that suits your business
- Provide guidelines for managers and employees on the performance review process
- Train managers on conducting effective performance reviews

Need further advice or support Contact us