



The Essential Elements of **Effective Performance Appraisals**

Performance Appraisals can be a useful tool or a disaster, depending on their accuracy, content, and how they are delivered. Effective performance appraisals can provide valuable feedback to employees on their past performance, how well they have met expectations, and what skills they need to work on most.

Unfortunately, many managers fail to make use of the opportunity this process offers. Some wait until the day before they are to meet with the team member they are appraising before they put any thought into what they want to say. This often yields a generic, uninformative piece of paper that tells the employee that “everything is fine”. Other managers catch the person completely by surprise by telling them (for the first time) that they aren’t meeting expectations, and “better shape up...or else!”

The Essential Elements of Effective Performance Appraisals will teach participants some key factors to ensure the manager and the employee both realize a benefit from the process. We’ll focus on:

- How most employees views the evaluation process
- The importance of establishing mutual expectations for the process and creating a constructive atmosphere for the actual conversation.
- The difference in past performance and future expectations
- Making sure they don’t feel like they are being measured against co-workers and aren’t the same as everyone else.
- Identifying areas that need improvement isn’t demotivational.
- Creating an actionable plan for them to pursue future improvement.

By incorporating these ideas and strategies, you can transform your annual review process from something that is dreaded, only seen as a formality, or not happening at all, to a spring board for professional growth and measurable performance improvement.

Teaching the Essential Elements of Excellence for work and life!