



How to Run an Effective Performance Review

eBook

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Clearly Describe Performance Goals and Standards and Make Them “SMART”.

Some reviews start with “Performance Results Descriptions.” This is a picture of what a job well done looks like, along with a result measurement system that shows good or bad performance. “SMART” means goals should be specific, measurable, attainable, result-oriented and time-phased.

Align Employee’s Goals With the Organization’s Vision, Mission and Values.

An organization follows its vision, mission and corporate values. Each position in the organization has its goal and a reason why it exists. Each team member has specific job duties and tasks. Clarify the “Key Result Area” where the person should accomplish specific results that, when collectively achieved, fulfill the team function. Each employee has a list of skills and activities that he or she needs to know in order to accomplish the job’s duties and responsibilities.

Conduct a Performance Appraisal Meeting.

Managers need to review and explain the performance results description for what it “should be” and what actions and changes could be implemented. Managers should analyze the monthly project lists for the “as-is” performance, and identify gaps and opportunities for improvement. Managers need to communicate their vision for the future growth and development of the individual in order for him or her to move to the next level. Successful leaders always find ways to encourage, empower and engage their employees with the performance appraisal.

Follow Up.

Successful leaders follow up on the set goals throughout the task’s completion. A positive follow-up process should include:

- Predetermined goals and desired results
 - Communication and agreement of the performance standards
 - Flexibility to change due to current information or change
 - Win-win situations
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Develop a Recognition and Reward System.

Set up a recognition system. A daily recognition system identifies a specific task or job that is being worked on or that has been done well. An informal recognition is spontaneous praise that has no intended objectives. A formal recognition is a planned recognition based on the performance review.

There are certain objectives and conditions that should be met in order for recognition to occur. Some rewards are:

- Daily recognition: verbal thank you, pat on the back, email, quick note
 - Informal: impromptu lunch for the department, tickets to an event, half day off, book, etc.
 - Formal: award, pin, trip, parking space, bonus
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Plan to Motivate and Engaged Employees with Your Appraisal.

Show your employees the right attitude. Appraisal is a great way to further motivate employees and ignite workplace enthusiasm. During a performance review always stay positive that certain skills and performances are improving. If there is a problem area to achieve desirable outcomes, describe a need for change an opportunity to learn and grow. As a leader, you should show how you embrace changes and opportunities in a positive way. When you praise, reward and set a good example, employees become motivated to achieve more and to provide better results.