



MASTERING PERFORMANCE REVIEWS

Elevate Your Team's Performance with These Best Practices

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Importance of Performance Reviews

Performance reviews are more than just a formality; they're a critical tool for employee development and organizational success. They provide a structured opportunity for feedback, goal setting, and alignment of expectations between managers and employees. Regular reviews help identify strengths, areas for development, and opportunities for growth, fostering a culture of continuous improvement and excellence.



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Set SMART Goals

Establish SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals that are aligned with both individual and organizational objectives. Clear and actionable goals provide employees with direction and motivation, guiding their efforts towards success. Regularly revisit and reassess goals to ensure alignment with evolving priorities and objectives.



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Provide Timely Feedback

Timeliness is key to the effectiveness of performance reviews. Provide feedback promptly and regularly, not just during scheduled review periods. Timely feedback reinforces the right behaviors and performance, and also enables employees to course-correct in real-time if needed, maximizing their potential and contribution to the organization.



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Foster Two-Way Communication

Performance reviews should be a dialogue, not a monologue. Encourage open and honest communication between managers and employees, allowing for the exchange of perspectives, ideas, and concerns. Two-way communication fosters trust, engagement, and collaboration, enhancing the effectiveness of the review process.

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Focus on Strengths and Development Areas

Recognize and celebrate employee strengths, leveraging them to drive performance and engagement. Simultaneously, identify development areas and provide support and resources for improvement. Balancing recognition with constructive feedback empowers employees to maximize their potential and achieve their career goals.



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Offer Development Opportunities

Identify opportunities for skill development, training, and career advancement based on individual strengths and areas for growth. Investing in employee development demonstrates commitment to their success and enhances retention.



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Encourage Self-Assessment

Empower employees to participate actively in the performance review process by encouraging self-assessment. Invite them to reflect on their achievements, challenges, and areas for growth. Self-assessment promotes accountability, ownership, and self-awareness, enhancing the effectiveness and authenticity of performance reviews.



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Document Discussions

Keep thorough records of performance discussions, agreements, and action plans. Documenting outcomes ensures accountability, provides a reference for future reviews, and protects against misunderstandings.



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Establish Regular Check-Ins

Schedule follow up conversations (i.e., monthly/quarterly) to review progress. Performance reviews are not a discussion that happens only once a year. It's about continuous communication and feedback between a manager and employee towards the achievement of organizational objectives.