

## **5 Tips for Conducting Performance Reviews**

Are you a brand new manager and have no idea where to start when it comes to performance reviews? Or are you a seasoned manager and your last batch of performance reviews a disaster? Performance reviews can be a nightmare for managers, regardless of their experience. Here are five tips to help make the process better.

### **1. Know Your Company's Process for Performance Reviews**

Most companies that require performance reviews have a set process for conducting them. If you don't know what your company's process is, just ask a more seasoned supervisor or your director of human resources for more information. Also make sure to ask for your company's appraisal documentation so you know what forms you need to fill out during the review process.

### **2. Gather Information Constantly (Both Good and Bad)**

One thing that makes performance appraisals more difficult is not having enough information. Gathering information throughout the year will help you recall important events and paint a more accurate picture of how your employee is doing. This also helps prevent nasty surprises for your staff, especially if they had performance issues during appraisal season but were otherwise good employees. Gathering information could be as easy as keeping a notebook and taking notes, or keeping a file for employee documentation.

### **3. Schedule More Time than You Need**

Rushing through a performance appraisal is stressful, both for you and your staff. Make sure you schedule enough time for the review (many experts recommend at least an hour) and don't schedule reviews to happen back to back. This will give plenty of time for the review and allow for a buffer in case the review goes over the time limit.

### **4. Make the Appraisal a Two-way Conversation**

Instead of filling out the appraisal ahead of time, consider filling it out during the review. This can help create a better conversation between you and your staff member so that you're both in agreement on what is written on the review. If the employee had problems during the year, the appraisal process will help you create an improvement plan with your employee. Keeping the employee involved increases buy-in of the process.

### **5. Get Rid of Goal Setting**

In today's competitive environment, business priorities often change so frequently that goal setting becomes ineffective. If the purpose of the business changes, you won't be able to accurately measure how your employee did when you compare their progress with their goals. Save yourself, and your staff, the stress and get rid of the goals.

## **Conclusion**

There are many ways to make performance appraisals easier for you and your staff, and it could take time to find a process that works well for you. Just because you're required to do a performance review doesn't mean you can't make an effort to bring down the stress levels. The tips above, along with other tips you might come across, can help de-stress the process and make it better for everybody.