**Performance Review Fundamentals**

[**1. Overview of Performance Management**](http://www.lynda.com/Business-Business-Skills-tutorials/Performance-Review-Fundamentals/149840-2.html?autoplay=true)

[Managing performance throughout the year](http://www.lynda.com/Business-Business-Skills-tutorials/Managing-performance-throughout-year/149840/162338-4.html)

The first thing to remember about managing you employee’s performance is that it is a continuous process throughout the year ,not something you only discuss during the formal employee evalution.

* Check –in goals
* Provide support and assistance
* Maintain visibility
* Help avoid surprise during evalutaions

You main goal is to facilitate progress

However, how you inquire determines whether they feel like a child being scolded or an adult contributing to a team. You could just cut to the point by stopping in unannounced and barking, hey, are you finished with that report yet? That might be efficient, but it's not likely effective. ***When I mentioned the goals for check-ins, you'll notice I didn't break out inquiring as a separate goal*.** That's because when you inquire correctly, the inquiry is only one part of your effort to help and assist your employee.

Helping them get great work done

If the employee ever surprise ,it is manager’s faluse

Checkin Tips

Talk in person

Know high and low touch employees

Next, know which one of your employees is high-touch and which is low-touch. High-touch employees need more attention to feel supported, connected and in the loop. While low-touch

The point here is to simply know what they need so you won't undercommunicate with a high-touch team member or over-communicate with a low-touch member.

employees require less personal attention

 Check-ins are vital but be sure not to oversocialize or allow employees to reverse delegate. And here's the biggest.

[**Understanding how competency models fit in**](http://www.lynda.com/Business-Business-Skills-tutorials/Understanding-how-competency-models-fit/149840/162339-4.html)

**Benefits of Competency Models**

**Summary of experience**

**Clarifies essential leader behaviors**

**Reference point for self-development**

# [2. Setting Goals with Employees](http://www.lynda.com/Business-Business-Skills-tutorials/Managing-performance-throughout-year/149840/162338-4.html?autoplay=true)

2.1 [Developing the right goals](http://www.lynda.com/Business-Business-Skills-tutorials/Developing-right-goals/149840/162341-4.html)

Goal should be

* Within the employee’s ability
* Helpful for employee ‘s development and aspirations
* Able to assist the company in achieving its goals
* Capable of supporting the team’s need

 For many organizations that means cascading goals.

Tips for goal setting

* Consider employee ‘s capability
* Consider development needs
* Identify opportunities for higher levels of responsibility
* Keep their baseline performance trend in mind
* Consider their aspirations
* Have an informal place to keep notes about your reports

2.2[Partnering for short-term and long-term success](http://www.lynda.com/Business-Business-Skills-tutorials/Partnering-short-term-long-term-success/149840/162342-4.html)

In most organizations, slowly but surely over the last 30 years, there's been a shift away from dictating goals and towards partnering and collaborating to create goals across levels of the organization

Factors Driving shift in approach to goals

Sense of equality within leadership structures

[**3. Gathering Feedback on Performance**](http://www.lynda.com/Business-Business-Skills-tutorials/Partnering-short-term-long-term-success/149840/162342-4.html)

3.1[Observing performance trends over time](http://www.lynda.com/Business-Business-Skills-tutorials/Observing-performance-trends-over-time/149840/162345-4.html)

The number one reason performance reviews are often so difficult for managers, is because they think of the review as a one-time event.

**In contrast the most In contrast, the most successful managers are pro-active and find their own way to continuously monitor each team member**

* **Poor memory**
* **Primacy and recency effects**
* **Start using a performance diary**

Don't allow memory, or liking issues to cloud your judgement. Whether its affirmative feedback, or difficult feedback, your employee deserves to be evaluated based on the work they've done.

3.2 [Sources of employee performance ratings](http://www.lynda.com/Business-Business-Skills-tutorials/Sources-employee-performance-ratings/149840/162346-4.html)