**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.