

20 MINUTE MANAGER

Performance Reviews



Evaluate performance
Offer constructive feedback
Discuss tough topics

20 MINUTE MANAGER SERIES

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Preview

You've just received word that it's time to conduct annual performance reviews for your direct reports. You know these evaluations offer a great opportunity for change and growth—for stellar employees, subpar performers, and those in between. But year after year, you find yourself ill prepared, and your assessment ends up being more of a formality than an opportunity for employee improvement. This book walks you through the step-by-step process of conducting performance reviews so you'll be better equipped when it comes time for this crucial task. You'll learn to:

- Use direct observation and other resources to make an objective assessment
- Formally document your evaluation

Preview

- Discuss both achievements and performance gaps
- Turn negative feedback into a productive conversation
- Set challenging but achievable goals
- Make feedback and follow-up an ongoing part of your job

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