

# Tips for Successful Performance Appraisal

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While performance appraisals can feel intimidating and uncomfortable, they can also be a tool to boost positive culture. As a manager, you will generally use performance appraisals to address performance issues, but you can also use them as an opportunity to validate employees' achievements and show their hard work is valued. Everyone wants to feel like they're doing a good job, so taking the opportunity in one-on-one situations with employees can reinforce positive feelings around work. Here are some tips for a successful performance appraisal.



## Plan and give notice

There is nothing worse than being unprepared for a conversation and remembering something important you should've said, later. To allow your employee to bring their best thoughts and ideas to their performance appraisal, ensure you give them enough notice to prepare.



## Make it motivating

This is especially important when performance issues pop up. Negative reinforcement or punishment for poor performance can be demotivating and make issues harder to deal with. Instead, offering guidance and support for employees with performance issues will address them in a constructive way.



## Keep it a two-way conversation

As a manager, you may have a lot to cover in a performance appraisal, but it's important to give your employee the opportunity to speak too. Make sure to ask them questions about their experience in their role- how they think they're doing, what changes they think are required or what guidance they need.

Having active engagement with an employee is much more powerful and will more effectively influence change than passively listening to the ideas of the manager.



## Be regular

The more you practice something, the more natural it becomes. As employees become more comfortable with receiving feedback and reviewing their ways of working, they'll be able to grow professionally more effectively.

Smaller changes that are addressed in a timely way will be much easier to course correct than bigger issues that build up over time. Conduct performance appraisals regularly to keep them fresh in employees' minds and performance levels high.



## Think ahead

While performance appraisals involve looking back, it's also a good time to pre-empt upcoming projects and development by sharing ideas and expectations.



## Contact Us

Let's talk you through your needs and how we can best assist you.

Give us a call directly on one of our office numbers, or email us, and we'll get back to you quickly and responsively.

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