

## Here is a template for performance review

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### What is a performance review?

A performance review is a formal evaluation in which management assesses an employee's job performance, recognizes strengths and flaws, provides comments, and establishes performance goals for the future. Performance appraisals and assessments are other terms for performance reviews. Many firms used to conduct yearly performance reviews for their whole staff; however, an increasing number of businesses are shifting to a frequent feedback performance management system in which managers do quarterly, monthly, or even weekly evaluations. In some instances, formal performance evaluations are being phased out in favor of more informal management check-ins and one-on-ones.

[Performance evaluations](#), when done correctly, may assist workers in understanding what they're doing well, how they can improve, how their work fits into the bigger business goals, and what is expected of them.

Managers that properly use performance evaluations may more readily identify high-performing staff, address issues before they become insurmountable, explain expectations, promote growth and development, and build employee engagement.

### When it comes to performance reviews, how should employees prepare?

Employees should prepare for a performance evaluation, whether it is official or informal. Listed are a few ideas to share with employees to make the review success for all parties:

- Make a list of things to remember. Before each performance evaluation, encourage staff to take notes. They should write down the subjects they wish to address, as well as their strengths, shortcomings, and objectives.
- Make a list of examples. Employees should be ready to provide actual instances of how they have met and improved on goals stated at the last review.
- [Self-evaluate](#). Employees should give themselves a fake performance review to practice self-evaluation. New strengths, shortcomings, successes, and objectives should be identified.
- Bring your questions. Employees should be able to raise questions during performance evaluations in a secure setting. Listing questions ahead of time can assist in guaranteeing that all of the necessary questions are asked.

## What Shouldn't You Say During a Performance Evaluation?

When delivering a performance evaluation, both the employee and the management are required to take it seriously. However, because leadership is conducting the review and has the authority to significantly impact the employee's career, they bear a large portion of the responsibility for keeping things polite and productive.

Here are a few subjects and statements that managers should avoid to keep the workplace happy.

- Criticism without an example: Rather than making an employee defensive, setting an example and giving suggestions for improvement might enhance their performance.
- Employee comparisons: This is not the place to rate or compare employees. Concentrate solely on the performance of the individual being evaluated.
- False praise: While it's essential to find something nice to say in every performance evaluation, offering deceitful credit will encourage employees to believe they're doing better than they are, robbing them of the chance to grow.
- Speculation: Spreading rumors about the firm or increasing expectations for a raise or promotion that may or may not be achievable leads to unneeded belief and disappointment.
- Repetitive commentary: While certain things are worth repeating, consider mixing it up if you find yourself offering the same advice and delivering the same compliments in every performance evaluation. Perhaps the desired message isn't coming over in the way you're providing it now and needs to be discussed more. You may build off of suggestions and objectives from each meeting rather than rehashing the same thing over and over if both the manager and the employee maintain notes of what is discussed in performance evaluations.
- There are exceptions to every rule, including "always" and "never." Ultimatums and broad remarks are rarely factual and can irritate people.

"I wish I had more time": Managers and staff should make performance evaluations a priority. They ensure that everyone's personal goals align with their objectives and provide critical feedback on how employees and management can develop—the whole organization benefits when performance evaluations are prioritized.

## The future of performance reviews

Traditional [performance reviews](#), which both bosses and employees dislike, have been abandoned by more than a third of American businesses. The main flaw in the annual assessment is that it focuses on holding people accountable for what they did last year rather than enhancing performance now and in the future.

As a result, many businesses are implementing more regular, development-focused discussions between managers and employees.

In today's labor market, it's more important than ever to keep employees satisfied and prepare them for growth. The continuously changing corporate environment necessitates flexibility, which justifies regular staff check-ins. Teamwork is facilitated by prioritizing improvement above responsibility.

Some businesses are concerned that becoming numberless may make it more challenging to match individual and corporate goals, grant merit increases, identify poor performance, and respond to discrimination claims—though traditional assessments haven't solved those issues either. Other businesses are experimenting with mixed techniques.

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