



Five Components of an Effective Performance Review

Performance reviews can be time-consuming and stressful, but they shouldn't be useless. If a performance review has these five components, it is more likely to produce positive results.



Fair

Base your assessment on data, rather than instinct or intuition. The data being used should be known to both sides before the review period starts. And make sure not to focus only on the most recent few weeks of work!



Focused

Focus your review on an employee's most consequential tasks - their primary job responsibilities, and team or agency goals they were assigned to help accomplish during the review period.



Free of Fear

If an employee enters a performance review fearing unexpected consequences, they will be on the defensive before you even start the conversation. Avoid this situation!

A performance review is not a good venue to discuss a performance deficiency for the first time. It should instead focus on patterns of behavior that have already been discussed.

Performance reviews should also include discussion on work accomplishments and issues of interest to employees, such as career development or job training.



Frequent

Yearly performance reviews can reference issues that are no longer relevant to the employee's work. The first months of an evaluation period might also go unaddressed, as memories fade or issues are resolved long before the review.



Future-Oriented

The goal of a performance review is to improve performance, so make sure you're focusing on topics that will improve an employee's future performance if addressed! Don't focus on defunct issues.

Ignoring the efforts of people is as bad as shredding their work in front of their eyes.

Dan Ariely

