

Supervisor Tips for the Performance Evaluation Meeting

Meet in a Private Place with Uninterrupted Time

Remember that your employee has a schedule too. Make an appointment with the employee in a private setting without visitor or phone interruptions.

Allow the Employee to Read through the Evaluation or Review each Performance Competency and Rating with the Employee

The employee is likely not familiar with the evaluation questions. Allow him/her to review the evaluation or better yet, read through each competency and review the ratings one by one.

Review the Overall Performance Rating Score and Overall Rating

Call attention to the Overall Performance Rating Score and the Overall Rating. Remind the employee that the scores are calculated using a simple average.

Be Specific in your Discussion about the Employee's Strong and Weak Points

As you review the performance competencies, be specific about the employee's strengths and weaknesses with regard to performance using examples and explanations based on facts.

Coach the Employee on How to Improve Performance

Open the discussion and ask the employee how performance can be improved, where applicable. Offer ideas, suggestions, or training alternatives on how you believe the employee's performance can improve over the next review period.

Allow the Employee the Opportunity to Ask Questions

Employees are encouraged to ask questions concerning their own individual performance. Avoid answering questions with comparisons to other employees or questions regarding another individual's performance.

Make your Expectations of Future Performance Clear

After you have reviewed past performance, it is appropriate to communicate to the employee your future expectations. The employee should walk away from the evaluation with an understanding of these expectations.

Remind the Employee about the Employee Acknowledgement

After the Performance Evaluation meeting, you will open the SharePoint system and click on, "I have met with my employee." Remind the employee there will be an automatic email to the employee allowing them to open the evaluation from their inbox, add comments and acknowledge receipt of the evaluation.