

Why Performance Reviews are Essential

Employers who routinely review worker performance and who conduct regular evaluations can reap tremendous benefits. The evaluation process enables you and your workers to proactively identify and



resolve problems. They will know what you expect of them. They will receive feedback, praise, and criticism on their work, and will be notified of any shortfalls in their performance or conduct. You can recognize and reward good workers and identify and coach workers who are having trouble. The communication involved in any good evaluation process ensures that you will stay in tune with the needs and concerns of your workforce.

Performance evaluations can also keep you out of legal trouble. They help you track and document your workers' problems. If you ever need to discipline or fire a worker, you will have written proof that you gave the worker notice and a chance to correct the

problem, which will help prove to a jury or judge that you acted fairly.

At least once a year, formally evaluate your workers by writing a performance appraisal and by meeting with each of them. To prepare, gather and review all the documents and records relating to the worker's performance, productivity, and behavior. Once you have reviewed all records and gathered your thoughts about the worker's performance, write the appraisal. Although an appraisal can take many forms, it should include:

- Each standard or goal set for that worker and that job.
- Your conclusion as to whether the worker met the standard or goal
- The reasons that support your conclusions

Performance reviews are likely to be one of the most important meetings you have with your worker all year. Knowing and understanding the performance review process and what steps to take with each individual worker is essential to reducing risk and liability for your organization. First Sun organizational consultants can assist you in creating performance evaluations that are customized to your organizations goals and standards. We are also here to assist you with developing effective confrontation skills that may be needed if performance is not where it should be. First Sun organizational consultants are available to assist with this and other concerns that could affect your workplace. Just give us a call, toll free at **800-968-8143** or in Greater Columbia at **803-376-2668**.

For more information on this and other topics, please see our website at: www.firstsuneap.com.