



Productive Performance Reviews

Productive accurate reviews = decrease in stress, increase in personal empowerment = increase in morale and job satisfaction = good job well done!

Top tips

- Come prepared
- Think about your performance
- Raise issues you want to talk about
- Listen
- Stick to the date
- Keep it positive

Goal Setting

- Specific
- Measurable
- Achievable
- Relevant
- Time based

Performance Review

Is a way for employees and their managers to review and discuss their performance and identify clear plans for improvement and development.

Best Practice for More Effective Reviews

- Give feedback right away – don't wait for review time
- Value work as it happens or explain how it can be better
- Prioritise development and evaluation

Consider not only outcome goals but behavioural and learning goals.

For goal setting to be effective, we need to know how we are doing; this is why evaluation is part of performance review.

Key enablers to improve performance

- Line managers who support their teams through change
- Senior managers who are role models
- Shared vision, values and purpose