



Performance Evaluation Training: How to Do Them and Do Them Well



What You Will Learn Today

- The purpose of the performance evaluation
- When to set work performance expectations/goals and when to provide feedback
- What to include on the evaluation form
- Most common mistakes managers commit when rating employees
- How to conduct the evaluation meeting
- How to provide constructive feedback
- Most common problems that occur during the evaluation meeting
- Legal considerations



When Does the Performance Evaluation Process Begin?



- Set clear performance criteria/standards/goals related to the job at the beginning
 - Industry standards
 - Company policies
 - Pet peeves
- Continuous rather than discrete process
 - Immediate feedback throughout the year