

## **Employee performance appraisal comments**

Evaluating the performance of your employees is an essential way to build a successful business. The best way to do this is by regular employee appraisals, or performance reviews. Performance reviews foster good relationships between employer and employees, assist your staff set goals, and improve their quality of work. But how do you gauge your employee's performance? Simple steps can help you effectively evaluate your employees and help them improve.

### **Create a Review Worksheet**

1. Develop a performance review worksheet on a word processor program.
2. Include space for what you expect from your employee, their strengths and weaknesses. Provide an area for you to write what you would like your employee to work on, and goals you hope they might set.
3. Include space for other details that you would like to cover, such as commendation you would like to give.
4. Print out a copy for both yourself and each employee.

### **Arrange for a Review**

1. Instruct your employees to fill out the worksheet with their own answers. Their feedback will be valuable as you go over the material together.
2. Give your employees notice of when you will conduct the review to allow them time to prepare.
3. Schedule the review individually for each employee at a convenient time that will not be interrupted.
4. Fill out the performance worksheets for each employee carefully. According to a recent survey by Adecco Staffing North America, only 49% of employees felt their managers took performance evaluations seriously. Don't become another statistic; take time to consider each employee when you fill out their worksheet. Avoid using harsh, judgmental language that will put your employee on the defense.

### **Conduct the Performance Review**

1. Meet with your employees on an individual basis at least twice per year. Keep in mind the purpose of the meeting is to encourage an open discussion between the two of you. Create a friendly, non-threatening atmosphere to put your employee at ease.
2. Invite the worker to read the answers they wrote on their worksheet. Thank them for their thoughts.
3. Read the comments on your worksheet. Commend your employee on their hard work, and mention specific incidents that impressed you.
4. Give counsel or critique in a tactful way. Start with a positive statement, and then follow up with something like "An area where you could improve even more," or "Something that will help you become better at this," and then give the counsel.
5. Encourage your employee to speak their mind, ask questions and give their feedback on what you have to say.