

Employee performance appraisal comments

Adecco Staffing North America, only 49% of employees take their performance evaluations seriously. Don't become another statistic; consider each employee when you fill out their worksheet. Avoid using judgmental language that will put your employee on the defense.

Performance Review

Review 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.

Wrap 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. Encourage your employee to speak their mind, ask questions and give their feedback on what you have to say.

recent survey of managers took time to correct harsh, judgmental

Conduct the Performance Review

1. Meet with your employee. Keep in mind the purpose of the meeting is to encourage an open discussion between the two.

1. Tell them you are giving them feedback.
2. Start with the positives.
3. Give specific feedback.
4. Ask for their input.
5. End on a positive note.