

PERFORMANCE FEEDBACK

TOP 5 TIPS FOR NAVIGATING PERFORMANCE REVIEW SESSIONS

BE PREPARED

It is not the time to just "wing it"! Prepare by gathering notes and specific examples on the quality of work and contributions of your direct reports. (If applicable, read through past performance reviews and goals.) As part of your preparation efforts, don't forget to schedule performance feedback sessions well in advance so that your reports have time to gather together their list of achievements, challenges, and areas for improvement.



BE CLEAR ABOUT THE INTENT OF THE SESSION

To help ensure that the goals of each performance feedback session are met, be sure to communicate clearly about both the timing and outcome expectations for each session. Creating an agenda is a great way to keep on track!



BE HONEST & DIRECT

It is very important to be both honest and direct during these feedback sessions; however, you must also take great care in words you use and what is being communicated through your body language. Remember, the tone of the meeting should be more conversational rather than fraught with criticism.



BE SOLUTION-ORIENTED

The performance of your reports not only impact their career growth opportunities but also yours as their manager. With this in mind, performance improvement efforts must be viewed as a shared responsibility. Use each performance feedback session to help your reports come up with solutions to challenges, and to set realistic (i.e., measurable) goals.



BEWARE OF THIS COMMON MISTAKE...

Instead of hyper-focusing on internal and often subjective traits (e.g., leadership, motivation, etc.), focus the review process on observable behaviors and results. Remember, evaluate results...not people.

