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performance

elements. This

guide contains

the following

sections:

Writing

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Objectives

describes the

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SMART model and  
offers  
checklists and  
examples.

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6 Tips for

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Review 1.

Provide regular,  
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feedback.. While  
performance  
reviews

typically happen  
once or twice a  
year, feedback  
should... 2. Be  
honest.. No  
worker is

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perfect, and  
there will  
always be room  
for improvement.

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worth  
addressing,  
and... ..

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performance...

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reviews: Make it clear at the

beginning of a new hire's

employment how and when

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This should be part... Allow employees to

prepare for their review by completing a self-assessment prior to their

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words and

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performance

setting,

descriptive

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narratives, and  
similar words  
that can either  
make your

subordinate  
float on water,  
walk on water,  
or just prodding  
in the sands.

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a manager and  
each member of  
staff to discuss  
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Performance  
standard: 87 -  
89% = partially  
met 90 - 95% =  
met 96 - 98% =



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exceeded over  
98% =  
outstanding. The  
measurement  
makes it clear  
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result will be  
measured. It  
should describe  
both the source  
of the data and  
how it will be  
measured. The  
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self-assessment:

- Restate your  
performance

elements. •

Highlight the  
most significant

achievements

related to the

element for the  
rating cycle.

Remember the

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self-assessment  
does not need to  
be lengthy but  
highlight what  
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during the  
rating cycle.

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essay writing

process consists

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preparation,

writing and

revision. These

stages apply to

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Guide the  
conversation but

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don't dominate it. Remember, a major goal of performance reviews is to open an effective channel of communication between you and the employee. Let them do most of the talking; don't interrupt

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or cross-examine  
and be willing  
to listen to and  
learn from the  
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