



Counselors at Law

*UNPARALLELED RESPONSE, UNPARALLELED SOLUTIONS*

## 10 Steps to Giving a Successful Performance Evaluation

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A properly conducted performance evaluation is one of the most valuable managerial tools that an employer has at its disposal. A good supervisor accomplishes work through his or her subordinates. In order to effectively delegate work to subordinates, the subordinates need an understanding of their job assignments and what is expected of them and the training necessary to do the job. Regular evaluations of employees' work are important to commend satisfactory performance, correct those areas that are unsatisfactory, or, should correction of deficiencies prove impossible, to protect the employer in a termination situation. A properly conducted performance evaluation is a means of providing employees with feedback to ensure that they are either meeting or exceeding the employer's standards. However, should the worst case scenario occur, and a lawsuit is brought against the employer by an employee, accurate and detailed performance evaluations are a crucial element in protecting the employer from potential liability.

1. Set the bar high—There is always room for improvement.
2. Be honest in your assessments—If an employee is a poor performer, it is incumbent upon the supervisor to be honest and tell the employee what their deficiencies are, work with them to improve them, and if that is impossible take the appropriate steps to termination if necessary.
3. Be detailed—Employees need specific, detailed comments to help them understand what the employer's expectations are.
4. The evaluation should not be a surprise—A performance evaluation should be the culmination and reinforcement of day to day feedback provided to the employees.
5. Be consistent—Favoritism causes serious morale problems. Hold all employees to the same high standards.
6. Be prepared—Review the employee's previous evaluation, attendance records, any notes pertaining to performance, disciplinary records, and talk to

other supervisors.

7. Good Documentation—Supervisors should be keeping a log or other form of documentation of employee performance throughout the year. Review all documentation prior to writing your evaluation.

8. Set goals and make suggestions on how to achieve them—Even if an employee is outstanding or exceeds expectations, a supervisor should still set goals for them and in addition, make suggestion on how to achieve those goals.

9. Sit down and meet with the employee to review and discuss the evaluation—Employees need to hear verbal constructive feedback from their supervisors. They should have an opportunity to ask questions and supervisors should be prepared to answer them.

10. Encourage feedback from the employees— The evaluation should not be one-sided. Supervisors should encourage employees to ask questions and solicit their input. Make sure employees do not leave the evaluation without a complete understanding of where they stand and what is expected of them.

Visit Our Website

Sincerely,

Dawn D. McDonald  
Cooley, Shrair P.C.

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email: [dmcDonald@cooleyshrair.com](mailto:dmcDonald@cooleyshrair.com)

phone: 413-735-8045

web: <http://cooleyshrair.com>