

How to Give an Effective

Employee Evaluation



Define Expectations

- ☐ Define what is expected of the employee
- ☐ Make sure goals are measureable and observable

Create Goals

- ☐ Discuss the goals with the employee
- ☐ Obtain the employee's agreement and signature

Provide Written Evaluations

- ☐ Every six months, discuss performance
- ☐ For struggling employees, consider once- a-month evaluations
- ☐ Ensure written performance reviews reflect the entire evaluation period

Maintain a Performance Record

- ☐ Make written notes throughout the year
- ☐ Do both praising and correcting—in real time

Ensure Integrity of Evaluation

- ☐ Written comments should be factual, detailed, and constructive
- ☐ Performance criteria shouldn't be changed after the review
- ☐ Evaluations shouldn't digress from the measures initially defined

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