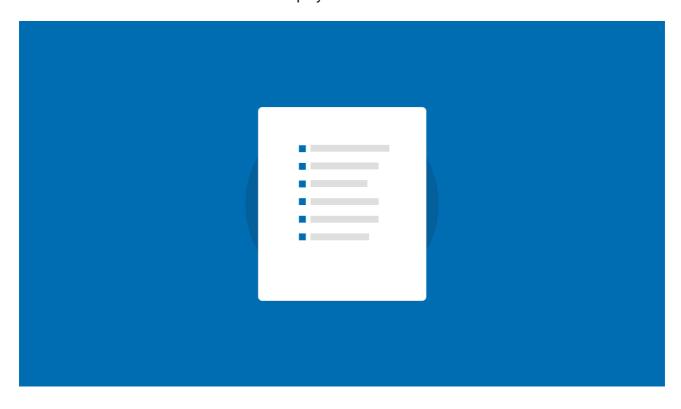
How to Give an Effective

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	Make and Share Free Checklists checkli.com