

# 1. Why are performance evaluations important?

Annual Performance Evaluations are not just arbitrary forms to fill out and never look at again. They are an important tool that, when used properly, enhance employee-supervisor relationships, promote productivity, and give feedback or recognition where appropriate. A strong culture of feedback and recognition is fostered over the entire year- not just in a once a year performance evaluation meeting.

# Performance Review Tips

**Honest Supportive Consistent**

## 3. How to make feedback easier to give and more productive:

- 1 Set SMART goals with your office, team, and staff members individually. No one can meet a goal if they don't know what it is and how to reach it.
- 2 Use specific, measurement-oriented language.
- 3 When providing feedback, focus on problem solving and stay productive and constructive.
- 4 Praise strong performance. Performance evaluations should both address gaps and celebrate accomplishments. It is a well-rounded analysis of a full year's worth of work. Everyone does a lot of good things over a full year- make sure you give that as much attention as areas for growth.
- 5 An Annual Performance Review meeting should NOT be the first time an employee is hearing a point of improvement. Give feedback consistently so there are ample opportunities for change.

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## 2. Build a culture of feedback and recognition.

Annual Performance Evaluations must occur as one part of a broader culture of communication and feedback in order to be truly effective. Build a culture of communication and feedback by:

1. Holding space for weekly check-in meetings with your staff to get to know them, build a space for regular feedback, and keep each other in the loop about projects and goals.
2. Addressing small issues in the moment- don't wait.
3. Giving praise and recognition regularly.
4. At a minimum, checking in half way through the review year to make sure staff are on track with goals, have what they need, etc.
5. Even better- check in quarterly! This will help you avoid any surprises at Annual Review time.

To start thinking about your office culture and become more intentional about how to align your culture with team goals, view [Creating a High Performance Culture](#) and [Performance Management: Employee Engagement](#).

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## 4. We all need help!

Even the best and most well intentioned supervisors need assistance with this process, and the Professional Development Center (PDC) is here to help!

View our pre-recorded training in Canvas at any time, and as many times as you like, or sign up for a one-on-one meeting to go through your questions related to using the performance review forms, how to give feedback, or questions related to building a feedback culture. [Submit a request for a one-on-one here.](#)