



Better Performance Reviews

Resources for
Employers & Managers

A free resource from

IRMI

What can better performance reviews mean for your company?

Employees will...

- Have a clear picture of what is expected of them
- Be able to discuss priorities
- Gain a platform to remove confusion when overload occurs
- Receive feedback on their performance
- Be heard and respected
- Be offered constructive guidance on attaining agreed upon goals
- Receive help in constructing personal development plans and targets
- Take ownership for their performance.

Managers will...

- Learn about the way the employee works and performs
- Get a better understanding of the employee's potential and needs
- Motivate the employee
- Develop a consistent approach to guidance and encouragement
- Tackle problems more effectively
- Improve the communication process

Sample Evaluation

This sample questionnaire can provide some guidance on what you should focus on during a review. Your individual evaluation will vary based on the goals you've set for your company and your team.

Assess the employee in the following areas. Do they meet or exceed expectations? Do they need improvement, or is their performance unacceptable? Specific examples will help you form more constructive feedback, whether positive or negative.

Quality of Work: <i>Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision</i>	Knowledge of Position: <i>Possesses required skills, knowledge, and abilities to competently perform the job</i>
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence</i>	Training & Development: <i>Continually seeks ways to strengthen performance and regularly monitors new developments in field of work</i>
Reliability/Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	Initiative & Flexibility: <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>
Communication Skills: <i>Written and oral communications are clear, organized and effective; listens and comprehends well</i>	Cooperation & Teamwork: <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>
Judgment & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving</i>	Collect feedback <i>from peers, management, and the employee.</i>

**If you need more HR
expertise to help you
have better performance
reviews and retain top
talent, let's talk.**

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