

Tips for Supervisors on Performance Review Meetings

1. Prepare for the meeting

- a. Create an agenda for the meeting.
- b. Bring documentation i.e. notes, emails, etc. you have collected throughout the year to share with the employee.
- c. Make sure the employee knows the purpose of the meeting and what your expectations are in order for the employee to prepare as needed.
- d. Ask the employee to do a self-review and find out their goals for the meeting.

2. Recognize that a performance review meeting is not a one-way conversation

- a. Conversation is the key word when you define a performance review meeting.
- b. Aim for performance review meetings in which the employee talks more than half of the time.

3. Be mindful of nonverbal communication and the tone you set for the meeting

- a. Arrive on time.
- b. Provide your full attention to the employee during the meeting.
- c. Be mindful of your body language, facial expressions and demeanor as you participate in the review meeting.

4. Do not wait until the review meeting to communicate critical performance feedback for the first time

- a. Communicate with your employees about their performance throughout the year.
- b. The contents of the performance review meeting should emphasize critical points already shared with the employee.

5. Be direct with your feedback

- a. Share your evaluation of the employee's performance – be specific and direct with your feedback.
- b. Recognize and celebrate the employee's successes.
- c. Discuss areas of improvement with specific examples.
- d. Use examples from the entire performance review period – not just those that happened in the past few weeks.
- e. Ask the employee for a self-evaluation as well as feedback as you share your evaluation during the meeting – it should be a two-way conversation.

6. Be consistent and fair

- a. If you have more than one employee, ensure you evaluate each employee fairly and consistently.
- b. This does not mean every employee should receive the same rating.
- c. Every employee deserves clear, direct feedback on his/her performance.

7. Summarize the meeting

- a. Wrap-up the conversation by recapping the key discussion points, thanking the employee for his/her participation, and showing your support for the employee.
- b. Set a date to meet again to discuss the planning stage for the next review period – this should not be done during the review meeting.

For additional assistance preparing for or delivering performance evaluations, please contact [Ask-HR](#).