

**CPTP** Success Series Webinars

**10 PRACTICES TO PRODUCTIVE Performance EVALUATIONS**

A Production of the CPTP Team




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Effective Performance Evaluations can be **POSITIVE** experiences.

The tips in this session will help you to

- Plan performance evaluations to reduce anxiety and ensure effectiveness.
- Implement best practices for creating positive evaluation sessions.

**10. Give advance notice.**



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**TIP PAGE**

- Give employee enough time to prepare
- Give employee ideas on how to prepare
- Don't postpone or cancel

**9. Prepare Year-round.**



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**TIP PAGE**

- Make documentation automatic
- Document for all employees
- Document good and bad

# 8. Practice Practice.

P POWER  
O OF  
P PRACTICE



## TIP PAGE

- Prepare the order of the conversation.
- Practice wording to remove negative phrases
- Practice with documentation



# 7. How about a positive sandwich?



## TIP PAGE

- Start with the positives
- Give areas for development
- Express confidence that they'll succeed

# 6. Avoid Halos and Horns



## TIP PAGE

- Don't let one positive make you ignore their areas for development
- Don't let one bad incident overpower all the good
- Use your files to review all work, not just the latest

## 5. Identify **development opportunities.**



### TIP PAGE



- Help them determine areas they'd like to develop
- Don't just tell them to develop skills, give them actions and ideas
- Set actions, deadlines, and measurement of success

## 4. Find the **PERFECT location.**



### TIP PAGE



- Think privacy
- Get out from behind your desk
- Put everything on hold

## 3. BE **prepared**



### TIP PAGE



- Spend half hour before the session reviewing all materials
- Organize documentation and review process



**TIP PAGE**

- Get the employee's ideas
- Ask questions
- Express an interest in the answers

# 1. Think **beyond** the ratings.

**TIP PAGE**

- Remember that you're creating the employee's history
- Use this opportunity to find out what you could do more effectively
- Make sure the employee is never surprised.

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Learn something new