

5 Payoffs of an Exceptional Performance Review:



Creates a clear pathway to high performance.

People need to know what is expected of them, and from the team. Advanced clarity of expectations also reduces unnecessary problems, reduces uncertainty and confusion, and alleviates poor performance and any unwanted turnover on the team.

Builds engagement.

When people are engaged, they have a strong desire to bring value to the team and enjoy the type of work they are doing. When employees can connect their work to the bigger picture, engagement rises. Engaged people focus on what is working and look to utilize talent in themselves and others for the betterment of the goal.



Generates fresh energy.

Alignment happens when people are gathered together in service of a mission bigger than themselves. The purpose and the mission inspire them, and milestones and accomplishments measure their success along the way. The time for a review can promote excitement, celebrate forward momentum, and reignite energy towards a common goal.



Fosters trust and transparency.

The most significant barrier to building organizational trust is lack of communication. In the absence of complete communication and lack of trust, people are left to make their own assumptions. Mushrooms flourish in the dark; people don't. Performance reviews are an opportunity to create an atmosphere of confidence and transparency. Use this time to gather ideas and feedback from your employees.



Increases accountability.

While accountability is not black and white, it is a primary building block of any highly effective organization. Great leaders inform their people of what their role is expected to accomplish, and how their position and work connects to the broader company mission and plan. People do best when they have a full picture of the planned outcomes and the impact of their participation.



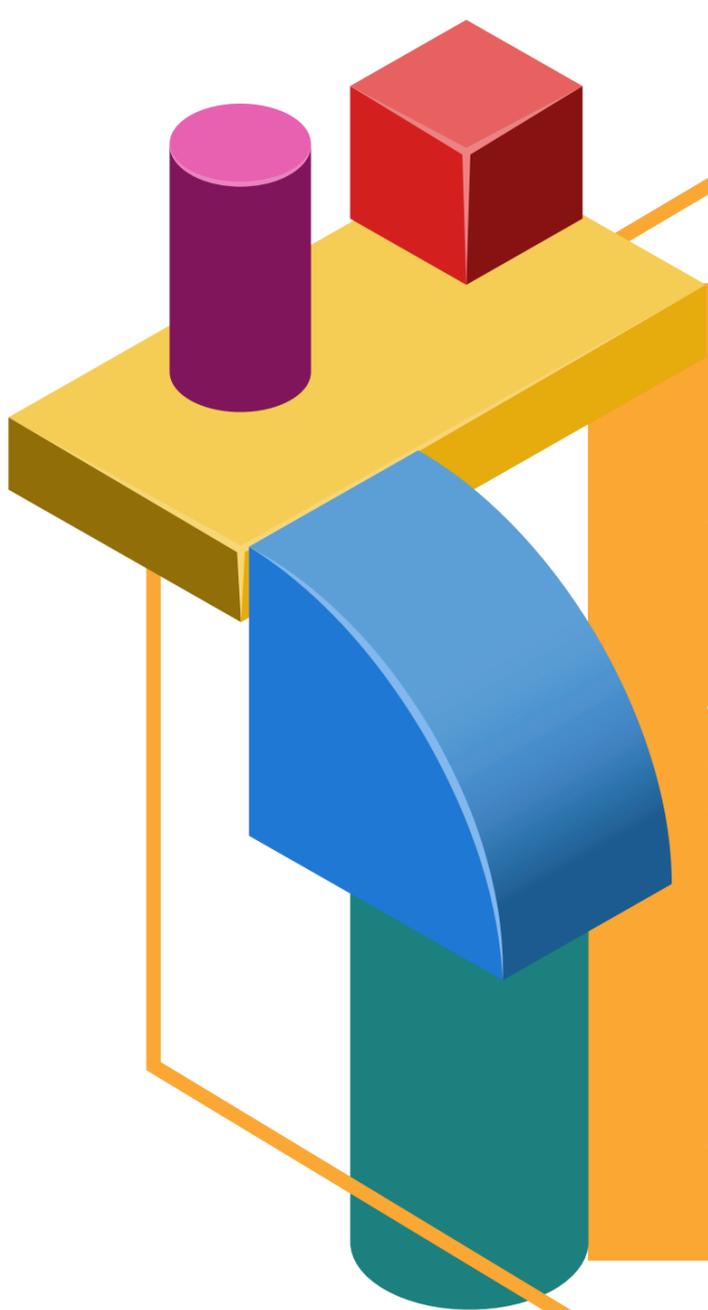
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No Surprises:

Give feedback all the time, and then summarize at review time.

Be Prepared:

Take time to consider the full year's performance and consider specific examples throughout the year.

Be Specific:

What did you observe this team member do or not do? Avoid making assumptions as to why they performed as they did.

Do Your Research:

Review any notes or files and gather any information you need from HR or other supervisors.

Get Grounded:

Read the company's Mission, Vision and Values, and let it be the driving force in your review.

Take The Time:

Give yourself time to do it well – this is important!

Practice Open Communication:

Have a 2-way conversation instead of a 1-way speech. Ask the team member how they think they did on each factor of the evaluation – what do they see as their accomplishments and what do they want to develop?

Talk About Development:

Discuss strategies for leveraging strengths and developing gaps, and then hold the team member to that.



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