



Performance Review Checklist

- ❑ **Be prepared** — Know what you are going to say before you are in front of the employee. Give the employee some tools to be prepared as well.
- ❑ **Remain positive** — Accentuate the good. Praise is a form of leadership that is often overlooked. Give specific examples of the employee's impact.
- ❑ **Be truthful** — Everyone has areas that need a little work. Point these out and discuss how together you can solve any shortcomings.
- ❑ **Listen** — This is the time for both sides to talk about what's going on with the business. Understanding body language is an active part of listening.
- ❑ **Consistency** — If you use a performance review form for one employee and give that employee a week to prepare for it, do the same for all employees.
- ❑ **Stay on topic** — This is not the time for the employee to gripe about all the other employees.
- ❑ **Ask for input** — This is a great time to ask in what direction your employee sees the company going. You might be surprised at the ideas that come from asking or listening to others.
- ❑ **Be real** — Take a moment to share some personal time. Talk about goals, both professionally and personally.
- ❑ **It's a discussion** — Both sides should share.
- ❑ **Be regular** — Put it on the books and make it a date long before anyone has the chance to complain that they have never had a review.