

# Providing Valuable Performance Feedback

## Performance Evaluation Checklist

The following checklist is designed to guide the supervisor in preparing, conducting and following through on employee performance appraisal discussions.

### Before the meeting:

- Choose a time and place to hold the meeting that will minimize work disruption for the supervisor and employee.
- Tell the employee well in advance of the meeting and explain process.
- Give the employee enough time to prepare.
- Allocate sufficient time for a two-way open discussion.
- Gather all necessary examples and documents relating to performance.

### During the meeting:

- Provide the employee with questions to be discussed at the meeting.
- Always start and end on a positive note.
- Focus on employee's performance and behaviours, not on their personality.
- Use real examples of behaviours you have observed when providing feedback.
- Don't allow interruptions during the meeting.
- Always encourage the employee to provide their point of view on the issue being discussed.
- Don't gloss over or make excuses for problems.
- Encourage the employee to suggest ways to improve.
- Be positive and supportive when providing constructive criticism.
- Set a time to follow up discussion in the future.