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Time for annual performance reviews!

- Both employers and employees dread annual performance reviews. In fact, there is a lot of discussion currently on whether or not annual performance reviews should be discontinued. The reality is that the annual performance reviews are not the problem but their format and intent. Annual reviews have historically been an evaluation of past performance by employees. It does seem logical that a review at least touch on how well an employee did during the course of the year. But more importantly it should set the foundation of what performance is expected for the next year. And rather than being an annual painful experience shouldn't it be a tool that establishes communication between employers and employees throughout the course of the



- year to facilitate not only business profitability but the employees success. So how can this be accomplished? Let's look at some key elements that can make annual reviews worth your time:
- There must be a section that addresses past performance. A simple evaluation of how well employees have achieved their annual goals. This can include an employees self-evaluation of their performance.
 - Next have a section that allows you and the employee to discuss goals for the next year. This can be facilitated by providing the employee a form to complete a week or two before the review setting goals for themselves. Make sure you
- incorporate the employees goals with those you set.
- Last, have a section on the review that discusses how the employee can reach their next year's goals and what you as the employer can do to facilitate their success.
 - Plan to have another performance review with the employee within 6 months to help determine if they are on course. And how to correct it if they are off.

A solid review process will provides you a tool that can be a guideline on appropriate raises. Should an employee who did not meet previous goals and is reluctant to set reasonable goals for the next year be given the same raise the employee who is giving you 150% effort all the time? Contact us if you would like to learn more about reviews and how to apply them to raises.

The Foresight Companies, LLC.

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