

As managers, part of your duties is to accurately document your employee's job performance during the annual review period. The performance review should be the summation of feedback given to employees during the year. In creating effective performance reviews, managers should follow the guidelines provided herein.

Things to Remember:

Employees should have some understanding of how they have been performing throughout the review period. Managers are always strongly encouraged to document any concerns with an employee's performance or conduct throughout the review period through progressive discipline. This gives an employee notice and opportunity to correct their performance or conduct and also allows for a manager to reference any progressive discipline issued in the performance review.

Proactively addressing issues is in the best interest of all parties. If there are concerns related to an employee's performance or conduct, reach out to Human Resources to discuss those concerns to have them addressed through the appropriate procedures. This will help managers in addressing concerns and knowing what may need to be reviewed during the performance review period.

Performance reviews should accurately reflect the employee's performance and/or conduct during the review period with specific examples and/or documentation, when appropriate. Details about the performance of specific work tasks is encouraged to allow for the appropriate reinforcement towards positive outcomes of the employee's performance.

Things to Avoid:

Situations arising outside of work performance or conduct should not be referenced in a performance review. Examples of such topics are complaints filed, disabilities, pregnancies, illnesses, or other medical conditions. If you have questions or if there are concerns related to these topics, please contact the Office of Equal Opportunity and Compliance.

An employee's use of approved leave should never be referenced in a performance review, not even in what is presumed to be a positive reflection. Examples of approved leave includes vacation, sick, Family and Medical Leave Act (FMLA), Americans With Disabilities Act (ADA), Workers' Compensation, etc. If you have questions or if there are concerns related to these topics, please contact Human Resources.

Performance reviews should not be inflated for favoritism or to be 'nice' to an employee, they should accurately reflect the performance and conduct. Managers are responsible for fairly and equitably evaluating their employees in the same manner. Performance reviews should be objective and supported with specific examples and documentation.

Performance reviews should be about the current work period being evaluated, there should not be any impression of potential future promotions or other incentives. The review is about the work performed during the review period.

Employee reviews must not include or be influenced by favoritism, embellishment, discriminatory language or action, or retaliation. If you have any questions about how to complete a successful performance review, please consult with your departmental Human Resources person or your Human Resources Partner.