



## Performance Appraisals

The number one reason an employee leaves a company or position is the immediate supervisor. One way to improve this relationship is to give better performance appraisals. In addition, knowing common performance appraisal pitfalls will help prevent employment-related litigation. You can learn how to improve your performance appraisals by reading and implementing these tips from Express Personnel Services. Contact Express Personnel for more information on this and other human resource issues.

## Performance Appraisal vs. Performance Management

Many companies confuse performance appraisals with performance management programs, although there is a difference between the two. A performance appraisal is a periodic review and evaluation of an individual's job performance. A performance management program is a structured process of maintaining or improving employee job performance through the use of performance assessment tools (appraisals), coaching, counseling and providing continuous feedback.

## Ensuring Your Performance Appraisal System Succeeds

Performance appraisal systems can have a positive impact on employee and company success. To ensure your employee performance appraisal succeeds, you should do the following:

- Provide supervisors with clear standards regarding your appraisal process.
- Train supervisors on goal-setting, coaching and providing feedback.
- Involve top management to show their support to the appraisal process.
- Ensure appraisals are conducted when scheduled.
- Relate work performance to the organization's strategic goals.

## Pitfalls To Avoid When Appraising Your Employees

There are several common mistakes that employers make when appraising their employees. The following are a few tips that should help protect you:

- Always review the entire period which the appraisal covers; do not just focus on one specific issue.
- Use factual data; do not base the review solely on memory.
- Do not let the results of one task impact the overall rating.
- Always provide truthful information. Do not overrate an underperformer for motivational purposes.
- Do not let your personal feelings about the employee influence your ratings.
- Take time during the appraisal process to record information which truly reflects the individual's performance.
- Do not let performance from a previous appraisal period affect the current period.

# HR Tips from Express



## Performance Appraisals as Motivational Tools

The performance appraisal process serves many important functions, but one of the most important is that of a motivational tool. You should use it as an opportunity to focus on what the employee has done well, identifying their strengths and encouraging them to maintain or improve performance. By doing this, you will be able to help the employee develop career pathing opportunities within the company. Letting the employee know that you recognize and appreciate his or her strengths will show that you care.

The appraisal process also gives you an opportunity to develop a plan for correcting any deficiencies. If there are specific challenges, spend time developing a performance improvement plan that the employee can use to improve their current performance levels. You will want to be careful not to let time spent discussing corrective action overshadow your review of all the positive contributions the employee has made to your company.