First Impression

Employee Evaluations

Employee Evaluations

Text 1-2 word answer to:

(208)-314-3282
Employee Evaluations for Development-
What Works/What Doesn't

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Download the add-in.
liveslides.com/download

Start the presentation.
Why Performance Reviews Work

1. Provides an opportunity for alignment of performance, goals and the organization priorities
2. Provides an opportunity to encourage good and stop bad performance
3. Allows for job duties/expectations to be updated, clarified and/or expanded
4. Gives employees insight into their job performance
5. Helps identify employees strengths and weaknesses
6. Provides an avenue for coaching/mentoring
7. Acknowledges the importance of the employee and their performance
Learning Objectives

- Tools to improve your:
  - Process
  - Approach
  - Delivery

- Ways to make the evaluation cycle:
  - Easier
  - Faster
  - Better
The Evaluation Process – What we do!

Idaho Legislative Audit Division - Evaluation Process

- 2000: Informal and verbal process
- 2010: Annual, top-level management only
- 2015: Annual, added self-assessment with Individual Development Plan
- 2016: Assignment level by in-charge and annual by top-level management

Alaska Division of Legislative Audit - Evaluation Process

- Mid-audit evaluation
- Full evaluation
  - Lead auditor on employee
  - Employee on employee & lead auditor
- Evaluator guide
Performance Management Steps

Step 1: Set the stage
- Establish clear, measurable expectations and goals
- Establish relationship

Step 2: Check in
- Communicate often
- Review and evaluate work
- Document the results both good/bad

Step 3: Deliver
- Combine steps 1 & 2 to deliver meaningful information
- Have a conversation and seek insights

Step 4: Follow up
- Review how things are going
- Discuss challenges/successes
Employee Evaluations

**What Works**
- Starting the process on day one
- Frequent communication/check-in’s
- Documentation/note taking
- Specific Feedback – use examples
- Follow up – do they have the tools/knowledge to improve?

**What Doesn’t Work**
- Waiting until the evaluation
- Waiting until the task due to check in
- Writing from memory
- Responding with emotion
- Critiquing without giving guidance
“Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.” —Jack Welch