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Annual Performance Evaluations are not just arbitrary forms to fill out and never look at again. They are an important tool that, when used properly, enhance employee-supervisor relationships, promote productivity, and give feedback or recognition where appropriate. A strong culture of feedback and recognition is fostered over the entire year- not just in a once a year performance evaluation meeting.

2

Holding space for weekly check-in meetings with your staff to get to know them, build a space for regular feedback, and keep each other in the loop about projects and goals.

Addressing small issues in the moment- don't or re o



# *Performance Review Tips*