

Conducting Annual Employee Reviews Quick Reference Sheet



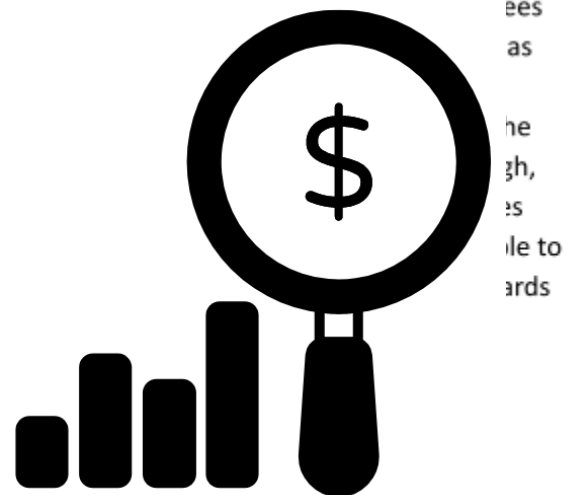
How to Conduct Annual Reviews

An annual review can help you keep your employees happy, engaged, and focused. It is human nature to want to succeed. Giving your employees feedback on their positive and negative attributes is part of the pathway to success. A poorly designed annual review can have the reverse effect. Together, we will discover how to conduct a well-designed employee annual review.



Set Benchmarks Early

It is important when you are performing annual reviews, that the employees know what is expected of them. Setting a benchmark is how you can show your employees what you and your company expect of them. So what is a benchmark? A benchmark is a baseline standard that you or your company sets for your employees. A benchmark could mean that your employee has to have a certain quality of work, rate at which a function is processed, a number of units completed, or a certain number of errors. Employees should soon a benchmark as an employment orientation that they should maintain during the period they are employed.



Now that you understand what a benchmark is, you can determine appropriate benchmarks to set. It is important when setting your benchmarks that you, your company, and employees feel like they are reasonable benchmarks. Your company wants to have optimal productivity, so the benchmark needs to be high enough to facilitate the minimum standards of the company's expected productivity. Employees need to feel like it's not impossible to meet the standard, setting the benchmark too high can make employees feel insecure.



Agreement With Set Benchmarks

