



# Employee Performance Development

Employee performance development is an ongoing process of communication between a Manager and an Employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organisation.

It's a critical component of any successful HR strategy, as it helps to ensure that Employees are meeting expectations, developing their skills, and contributing to the overall success of the organisation.

## The Importance of Performance Reviews

Performance reviews are an important part of the Employee performance development process. They provide an opportunity for Managers to give Employees feedback on their performance, identify areas for improvement, and set goals for the future.

Performance reviews can also be used to make decisions about remuneration, promotions, and other employment matters.

**Here are some of the benefits of performance reviews:**



### **They help to improve Employee performance**

By providing feedback and setting goals, Managers can help Employees to identify areas where they need to improve and develop a plan to do so.



### **They motivate Employees**

When Employees feel like their performance is being recognised and valued, they are more likely to be motivated to do their best work.



### **They help to identify and address performance issues**

If an Employee is not meeting expectations, performance reviews can help to identify the root of the problem and develop a plan to address it.



### **They help to make fair and informed decisions**

They help to make fair and informed decisions about remuneration, promotions, and other employment matters. By having a clear record of Employee performance, Managers can make more informed decisions about these important matters.

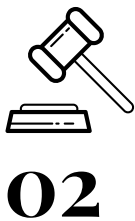
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## Conducting Effective Performance Reviews

To conduct effective performance reviews, Managers should follow these steps:

### Prepare for the review

This includes reviewing the Employee's job description, performance goals, and any other relevant documentation.



### Meet with the Employee

This meeting should be held in a private setting and should be open and honest. The Manager should provide feedback on the Employee's performance, both positive and negative. The Employee should also have the opportunity to provide their own feedback and discuss their goals for the future.

### Document the review

The Manager should document the key points of the review in writing. This document should be shared with the Employee and kept in their personnel file.



## Goal Setting and Providing Feedback

When setting goals for Employees, Managers should make sure that the goals are **specific, measurable, achievable, relevant, and time bound**. Goals should also be aligned with the organisation's overall strategic objectives.

### Providing Feedback

Feedback should be provided to Employees on a regular basis, both formally and informally. Feedback should be specific and timely, and it should be focused on the Employee's behaviour, not their personality.

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## Tips for Providing Effective Feedback



### Be specific and timely

Provide feedback as soon as possible after the Employee has exhibited the behaviour you are wanting to address.



### Focus on an Employee's behaviour

When providing feedback, make sure not to focus on an Employee's personality. Provide feedback on their behaviour with work. Avoid making personal attacks or generalisations.



### Be constructive

Feedback is effective when constructive criticism is provided and not just negative feedback is given. Offer suggestions for improvement.



### Be open to receiving feedback as well

The Employee could have feedback to give as well. Showing that you are open to receiving feedback shows you are willing to listen to them and can help them process their own feedback better.

Employee performance development is an essential part of any successful HR strategy. By following the tips above, Managers can conduct effective performance reviews and set goals and provide feedback in a way that motivates and improves Employee performance.

Need experts in employee performance development? Our team can help.

**Contact Us**

