



## EMPLOYEE PERFORMANCE EVALUATION

As an employer, it is critical to establish a good working relationship with your employee from the start. The employment relationship from day one should be a positive experience for both the employee and the employer. If you start off on the right foot, the entirety of the relationship will be a more fulfilling experience.

### **How our *Employee Performance Evaluation* benefit your company -**

At CRG, we can design you a performance management system to fit your individual needs. A well-structured, well-implemented performance management system can bring with it measureable results for the employee, supervisor, and the company as a whole. These benefits include greater engagement, productivity, and commitment to the company's mission, vision, and goals. At CRG, we focus on maximizing results. We design results-driven and competency-based systems that fit your individual needs. We work with you to review and improve an existing system or to implement a new one. CRG will provide you with the resources necessary to hold effective evaluation meetings with employees. CRG will leave you with the tools to monitor the system on an ongoing basis.

Importance of an employee evaluation:

- ✓ Provides evidence of non-discriminatory promotion, pay, and recognition processes
- ✓ Provides legal, ethical, and visible evidence that the employee understood the requirements of their jobs and their performance
- ✓ Engagement and improvement tool

Keys for a successful Employee Performance Appraisal:

**Prior** to meeting with employee:

- ✓ Monitor an employees performance throughout the year (not just around appraisal time)
- ✓ Be able to refer to their job description and prior appraisals
- ✓ Allow for a 'pre-appraisal' process
- ✓ Give yourself and your employees ample time to prepare

**During** performance appraisal meeting:

- ✓ Create a safe environment
- ✓ Focus on both the positives as well as the negatives
- ✓ Ask for feedback
- ✓ Set agreed upon goals
- ✓ End on a high note

**After** meeting:

- ✓ Follow up to ensure goals are being met

