Creating an Employee Evaluation

Conducting an annual or bi-annual employee review is an important piece of a successful work environment. Employee evaluations will help employees know what they are doing well, what they can improve on, and where they stand in the organization. It helps the employee feel valued and inspired to continue achieving their goals. Open yet structured conversation about accomplishments and performance can lay a strong foundation for improving the lines of communication between supervisor/employer and employee.

Be sure to plan far in advanced. This allows both parties to be prepared to address the important issues at hand. Make sure both the employee and the manager know the purpose of the meeting as well as any expectations for compensation negotiation.

☑ Excellent
☐ Good
☐ Average
☐ Poor

WHEN FORMING AN EMPLOYEE EVALUATION:

SET STANDARDS

- Evaluate the employee based on an objective set of standards that are appropriate for his department and position.
- At the beginning of the evaluation period, tell the employee about the standards so she knows which points she is being evaluated on. This will give her an initial idea of what is important to the employer.
- Monitor performance at points during the year.
- When the evaluation is complete, set standards for the next evaluation. Ask yourself if there are other areas that should be evaluated.

ANSWER KEY QUESTIONS

When evaluating an employee, answer these questions:

- How much did the employee accomplish?
- Were the results below average, average, or above average?
- Were the costs within the budget and respected by the employee?
- Was the work completed efficiently and in the proper sequence?
- Were customers satisfied?
- What did they bring to the overall company?
- Did the employee improve since the last evaluation?
- Did they meet/exceed the goals they set during the last evaluation?
- Do they look for opportunities for professional development?

Also take into account circumstances that may have affected the employee's performance. Had he just learned a new skill? Was he busy training for a promotion?

WATCH FOR POOR PERFORMANCE

Watch for areas that influence an employee's work. Is the employee:

- Punctual?
- At work regularly?
- Safe, in respect to himself and others?
- Organized?
- Planning effectively?

See what you can suggest to help your colleague improve.

### GIVE A FAIR AND ACCURATE EVALUATION

When evaluating an employee,

- Don't rely on subjective issues, like the employee's personality or interest toward the job. Stick to how well he or she performs.
- Try to keep the standards at a reasonable level for everyone.
- Set aside bias.
- Monitor the employee as accurately and attentively as you can.

USE EVALUATING TOOLS

You can use other tools to help create your evaluation. Aside from visual monitoring, inspect:

- production records
- customer reports
- interim performance reviews
- audits

Written by Life Advantages - Author Delvina Miremadi ©2017

## A Message to Managers from Claremont EAP
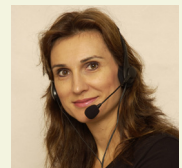
Often, the employee who needs their Employee Assistance Program the most doesn't think to call for assistance. A manager's referral to the EAP can be an effective strategy for improving an employee's effectiveness, productivity, motivation and morale. A referral to the EAP can also decrease absenteeism, reduce turnover, foster acceptance of change and reduce stress.

An EAP referral can make a difference.

For confidential help, call:
800-834-3773

or visit
www.claremonteap.com

DEALING WITH DEADLINE STRESS
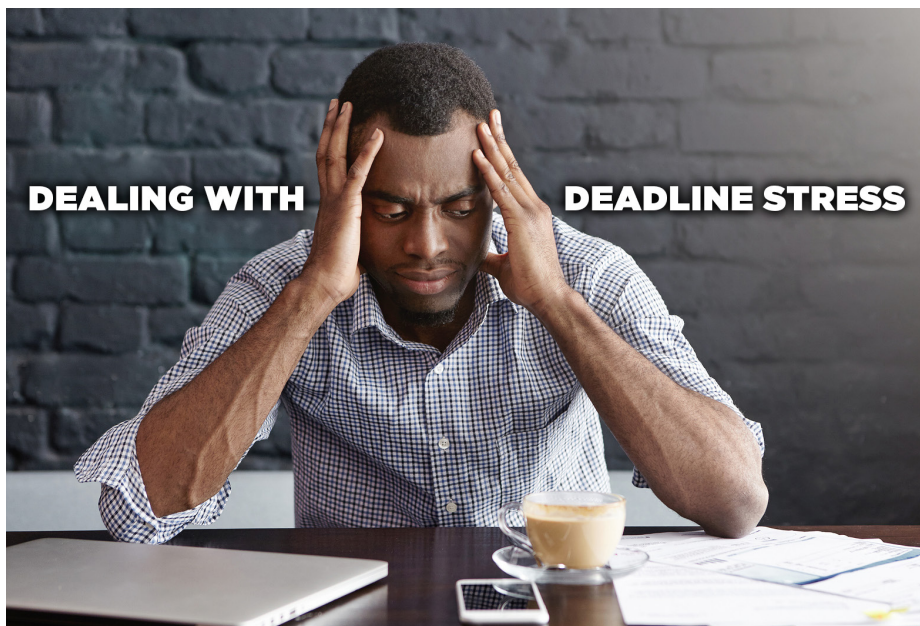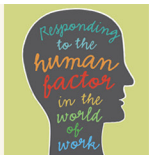
You know the feeling -- the knot in your stomach caused by the fear of not getting a report, presentation or project done on time. The countdown goes down to the very last minute when you can say, "It's done!"

Sometimes no matter how hard and fast you work, you miss your deadline, adding to your physical and emotional stress. This isn't a healthful way to work, and it also can be damaging to your career.

"Missing deadlines is a sign of a non-committed employee in the minds of many managers and is unacceptable workplace behavior," says Chris S. Frings, Ph.D., a professional speaker and author of The Hitchhiker's Guide to Effective Time Management. "Procrastination, unrealistic deadlines and/or lack of appropriate prioritization are why most deadlines are missed. People also frequently start too late to work on a project with a deadline. Waiting until the last minute to start something causes stress and often results in less than your best work."

The StayWell Company, LLC ©2017

To access your free and confidential services, call: **800-834-3773**

or visit: **www.claremonteap.com**

Dr. Frings offers the following suggestions on how to stay on track.

MAKE IT INTERESTING
Nobody likes boring work, so people tend to put it off until the last minute. The solution is to make up a game about such work to add excitement to it. For example, give yourself points for making progress on a project, then give yourself a reward for every 10 points.

BREAK IT DOWN
Sometimes a job can be so overwhelming that it's difficult to even get started. If you're not clear about what to do or how to do it, ask for more specific directions. Then take that first step to get the ball rolling on the project.

ANALYZE DEADLINES
Don't be afraid to tell your boss a project deadline is unrealistic. You may worry he or she will think you're slow and incompetent, but the opposite is true. It demonstrates your ability to analyze all the aspects of an assignment and evaluate how long each will take. It also shows your concern for getting things done on time.

"It's better to say something up front so you can either get a more realistic deadline or get extra help so you can meet the deadline," says Dr. Frings.

PRIORITIZE APPROPRIATELY
You may put off doing a project with a deadline in order to do your daily urgent tasks. The problem is, your project may never get started.

"If you have multiple tasks, ask your supervisor to prioritize them so you know which are more important," Dr. Frings says. "Discuss the deadlines and how you can find time to meet them with him or her, too."

ALLOW FOR THE UNFORESEEN
Projects usually take longer than you expect. Interruptions, delays, crises and phone calls can eat up your time.

"Always plan extra time to meet your deadline," says Dr. Frings. "That way, you may even be able to turn in your work ahead of schedule, which will lower your stress and impress your boss."

PLAN AHEAD
If you have a deadline, you can plan to meet it by working backward from your due date. List everything that needs to be done and put a mini deadline on it.

Finally, when faced with deadlines or other work, be sure to take care of yourself by eating right, exercising regularly and taking time to decompress.