

## Employee Performance Review

Giving feedback to an employee the right way is super important because it helps create a positive work environment and gives them the guidance they need to grow and do better in their job. When feedback is delivered in a constructive and positive manner, it boosts motivation, fosters improvement, and sets the stage for a successful and supportive team dynamic.

1. **Be Specific:** Provide specific examples and details when giving feedback, highlighting the employee's accomplishments or areas for improvement. This helps the employee understand what actions or behaviors contributed to the feedback.
2. **Focus on Behavior:** Direct your feedback towards the employee's behaviors and actions rather than their personal traits or characteristics. This helps keep the feedback objective and actionable.
3. **Balance Positive and Constructive Feedback:** Acknowledge the employee's strengths and successes while addressing areas where improvement is needed. Balancing positive feedback with constructive criticism helps maintain motivation and fosters a growth mindset.
4. **Use the "Sandwich" Method:** When providing constructive feedback, use the "sandwich" approach by starting and ending with positive feedback, with the constructive feedback sandwiched in between. This helps soften the impact and keeps the employee motivated.
5. **Be Timely:** Provide feedback as close to the observed behavior or event as possible. This ensures that the feedback is relevant and helps the employee make immediate adjustments or continue their positive actions.
6. **Be Objective and Fact-Based:** Use objective language and focus on observable facts rather than personal opinions or assumptions. This helps the employee understand the feedback and avoids misunderstandings.
7. **Offer Solutions and Support:** Along with identifying areas for improvement, provide suggestions or resources that can help the employee enhance their skills or overcome challenges. Offer your support and guidance to motivate them in their development.
8. **Encourage Two-Way Communication:** Create an environment where the employee feels comfortable expressing their thoughts and concerns. Encourage them to provide their perspective and collaborate on finding solutions together.
9. **Set SMARTER Goals:** Work with the employee to set Specific, Measurable, Achievable, Relevant, Time-bound, Evaluate and Recognize (SMARTER) goals. Clearly outline the expectations and provide a roadmap for improvement.
10. **Follow Up and Recognize Progress:** Schedule regular check-ins to discuss the employee's progress, offer ongoing feedback, and recognize their efforts. Celebrate milestones and achievements to reinforce positive behaviors and keep motivation high.

Remember, the goal of providing feedback is to support the employee's growth, enhance their performance, and foster a positive work environment. By following these tips, you can help motivate the employee and encourage them to continuously improve and excel.

### **Employee Performance Review Example**

Employee: [Employee's Name]

Position: [Employee's Position]

Date: [Date of Review]

Dear [Employee's Name],

This letter is to address feedback on your performance and discuss areas that need to be addressed over the past (time period).

Our goal is to support your growth and help you succeed in your role. Please review this performance review and fill in the necessary information. Feel free to provide any additional comments or concerns you may have.

Performance Concern:

- Description: [Specify the area of concern]
- Impact: [Describe the impact of the concern on team, projects, or results]
- Expectation: [Explain the desired improvement or change in behavior]

Action Plan: To address the areas of concern, we have developed the following action plan:

[Area of Improvement]

- Description: [Provide specific details on the improvement needed]
- Expected Timeline: [Specify the deadline for improvement]
- Support/Resources: [List any support, resources, or training that will be provided]

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Please review the action plan, sign below to acknowledge receipt and understanding, and return this document to me by [Date]. Should you have any questions or require further clarification, please don't hesitate to reach out.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Employee Performance Write-Up Sample**

Employee: [Employee's Name]

Position: [Employee's Position]

Date: [Date of Write-Up]

I am writing this performance review to address certain areas of concern regarding your performance in your current role. It is crucial that we address these issues promptly to ensure your professional growth and the success of our team. Please carefully review this write-up and sign at the bottom to acknowledge receipt and understanding of its contents.

Performance Concern:

- Description: Inconsistent meeting of deadlines and delays in project completion.
- Impact: This has resulted in a negative impact on overall team productivity and client satisfaction.
- Expectation: Going forward, it is expected that you will prioritize and manage your time more effectively to ensure timely delivery of tasks and projects.

Performance Concern:

- Description: Lack of attention to detail in your work.

- Impact: This has led to avoidable errors and rework, causing delays and additional workload for team members.
- Expectation: It is essential that you pay closer attention to detail and thoroughly review your work before submission to maintain a high level of quality and accuracy.

Performance Concern:

- Description: Poor communication skills, specifically in written reports and team interactions.
- Impact: Misunderstandings and unclear information have hindered effective collaboration and timely decision-making.
- Expectation: You are expected to enhance your communication skills by providing clear and concise information, actively listening to others, and seeking clarification when needed.

Action Plan: To address these concerns, the following action plan has been developed:

Time Management:

- Attend a time management workshop or training to acquire effective time management techniques.
- Implement time tracking tools and develop a personal task prioritization system.
- Regularly update your supervisor on progress and potential challenges.

Attention to Detail:

- Double-check all work for accuracy and completeness before submission.
- Review feedback from colleagues and supervisors to identify areas for improvement.
- Develop a personal checklist or quality control process to ensure thoroughness.

Communication Skills:

- Participate in communication skills training or workshops.
- Practice active listening and ask for clarification when needed.
- Seek feedback from supervisors and colleagues on your communication style and make necessary adjustments.

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Please review the action plan, sign below to acknowledge receipt and understanding, and return this document to me by [Date]. Should you have any questions or require further clarification, please don't hesitate to reach out.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: The suggestions and ideas provided in this document are for informational purposes only and should not be construed as legal or HR advice; it is recommended to consult with appropriate legal or HR professionals for guidance on specific legal or policy matters.*