



PLANNING PERFORMANCE APPRAISALS

I have always been nervous about conducting performance appraisals. Can you offer some preparation steps or suggestions for structuring these discussions and making them easier and less stressful?

It is normal for performance appraisals to generate anxiety for leadership staff, although the level of such anxiety does vary from leader to leader. However, careful planning can reduce discomfort and increase the effectiveness of the appraisal.

1. Give timely feedback throughout the year so no big surprises surface at the appraisal meeting.
2. Throughout the year, keep a private record of brief notes of employee accomplishments, successes and struggles. Regularly tell employees why they are valuable and make honest suggestions for improvement when needed.
3. Prior to the appraisal meeting make sure your employee has seen and understands the performance appraisal form used by the company.
4. Be prepared to cite examples of both positive and negative findings you've recorded on the evaluation form.

5. Meet with your employee in private, eliminate all possible interruptions & avoid sitting behind a desk.
6. Ask the employee to talk first. Use open-ended questions (How? When? Where? What?) to encourage the employee to self-rate both achievements and failures.
7. Make sure you discuss each item in the appraisal.
8. Affirm accomplishments and thoroughly discuss disagreements.
9. If performance problems have been ongoing, suggest EAP as a resource to discuss whatever may be interfering with work.
10. Follow other directions given by your organization.

Leadership Orientation Training - Session B

Tues. Dec. 09, 2025
1:00pm – 3:30pm Virtual
Pre-register by: Nov. 20

CONTACT US TODAY:

Please contact our office by calling 800-779-6125 or e-mailing (info@connectionseap.com) for more information or register online:

www.connectionseap.com

ATTENTION: SUPERVISORS, MANAGERS, ADMINISTRATORS:

Session A: "Leadership Orientation to the EAP", is always available on the website. Please check your wallet cards or contact your HR department for your username and password.

Website Information – Webinars are available in the Work/Life Services site. Log in on Connections website go to Employee or Leadership Resources tab to access webinars, continue to scroll down on the Work/Life Services opening page. (All webinars are archived for later viewing.)

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