

5 STEPS TO DELIVER A SUCCESSFUL PERFORMANCE REVIEW EXPERIENCE

Organizations are adapting their performance management programs and processes to support remote workers. How are you communicating these critical changes about your employee review process to the workforce? Follow these 5 steps to deliver a successful performance review experience!

1

GET BUY IN



Change like this needs to come top-down and from the ground up. Communicate your new virtual performance review process to your employees, so they understand how they will be evaluated moving forward.

“Communicating the business priorities and setting (resetting) individual goals **has never been more critical...**”

—MERCER

2

COMMUNICATE THE "WHY"



In HR, we often jump into the details without painting our employees the broader picture, or tying our initiatives to them as individuals. Start with the "why" and communicate in creative ways over time.

“...it is [important] during this time to maintain regular contact with employees **to share shifting business priorities and answer questions...**”

—MERCER

3

INFORM MANAGERS OF NEW EVALUATION PROCESSES



Educate managers on how to complete virtual performance evaluations. With changes to goals and other metrics due to the pandemic, clearly define the evaluation criteria that will be used.

4

FOCUS ON PROACTIVE COMMUNICATIONS



Proactively reach out to employees to revisit goals and provide continuous feedback, as informal contact in the office is no longer possible with remote work.

“Employees need candid and clear feedback on what's expected of them in this new environment, **and team leaders need to constantly reinforce priorities.**”

—GALLUP

5

MEASURE & ITERATE



Every organization needs to define and implement a strategy that works for them. Iterate and evolve with data as you go.

“...leaders need to think about their communication frequency and tone, accounting for engagement, **and ensuring they're actively listening and receiving timely feedback.**”

—GALLUP

To learn how you can successfully communicate Performance Management changes, email contactsales@guidespark.com



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