



Meeting with your employee to deliver their annual Performance Evaluation.

- Schedule enough time to allow the meeting not to be rushed.
- Meet with the employee in a private place with uninterrupted time to discuss the evaluation.
- Allow the employee to read the feedback in their evaluation.
- Be specific in your discussion with the employee about their strengths and development areas.
- Clearly indicate what kind of improvement you wish to see and how that employee could meet your expectations.
- Coach the employee on how to strengthen their impact.
- Allow the employee the opportunity to tell you how they feel they are performing.
- Have the employee sign the form to verify that they have received it and understand it will be placed in their employment file. (Should an employee not want to sign, you may sign for them "Employee declined to sign." then date the note and add your signature.)