



GETABSTRACT REVIEW OF

The Essential Performance Review Handbook

A Quick and Handy Resource for Any Manager or HR Professional

If you handle the performance review process properly, it can make you and your staff happier, increase productivity and keep your most talented people from looking elsewhere.

STEP 1

Have your team read the [getAbstract summary](#).

STEP 2

Schedule a team meeting to discuss the questions below.

STEP 3

Have a discussion with your team.

Discussion Questions

1. How can you make performance reviews more pleasant for everyone?
2. Why should you consider implementing ongoing discussions instead of a one-time performance event?
3. Why is documentation needed to prove consistent objectivity on your part?
4. Why should you adequately prepare for performance conversations?
5. What is the most valuable takeaway from the summary?

“Every performance appraisal that fails to motivate – or worse, demoralizes – is a lost opportunity for both the employee and the employer.”

The Essential Performance Review Handbook
Sharon Armstrong

Additional resources



Performance Reviews

