

# Quiz & Worksheet - Effective Performance Reviews

#### 1. Which of the following techniques is likely to help an employee feel at ease during a performance evaluation?

- Conduct the evaluation in a neutral space, outside, or off campus.
- Focus only on the things that are going well. Touch on shortcomings very briefly and indirectly.
- Ask an employee to come to the evaluation with documentation about how they spend each hour of the workday.
- Let the employee do most of the talking and break into the conversation when an important topic comes to the surface.

#### During performance evaluations, employees tend to be more forthcoming and candid if the manager:

- focuses on only the good aspects of the employee's work.
- makes light of difficult concerns
- emphasizes a focus on processes rather than people
- explains the progressive discipline policy

#### 3. When conducting performance evaluations for shift workers, the manager should always:

- ask the employee to come in on a weekend so as not to interfere with their work schedule
- ask the employee to find another employee to work for them during the performance evaluation
- ask the employee to clock out but remain on-campus after their shift until the manager can arrive.
- be flexible and accommodating when scheduling the evaluation

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# **Employee Performance Review Answers**

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**Employee Performance Review Answers:** 

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