

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.

2. 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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