

Conducting the Year-End Review

Part 2 of 2



The Year-End Review should be a conversation with a purpose...



A performance review meeting at Auburn should be regarded as a conversation with a purpose. The purpose of the performance review meeting is to provide clear and objective feedback to an employee about his or her performance, and to then try to identify some mutually agreed upon ways to improve.

The purpose of performance reviews is to enable an employee to engage in dialogue. They should be more like free-flowing, open meetings in which views are exchanged so that agreed conclusions can be reached.

Best Practices:

The Year-End Review along with the rest of the Performance Management process is discussed in our online courses, MG500e: Introduction to Performance Management and MG510e: Performance Management Fundamentals for Supervisors.

BEFORE THE MEETING:	
Spend time planning	<ul style="list-style-type: none"> Review the form once you've received it from the second-level reviewer. <ul style="list-style-type: none"> There are times when your supervisor wants to provide comments on an employee's performance. Send an Outlook calendar request to each direct report for separate one-on-one meetings and allow for uninterrupted time.
DURING THE MEETING:	
Set the tone	<ul style="list-style-type: none"> Set a comfortable and friendly tone that encourages open and honest communication. Give the employee plenty of time to review the document.
Stay focused	<ul style="list-style-type: none"> Keep the meeting focused. Guide the employee through problem areas. Encourage input and discussion and be open to suggestions. Ask your employee appropriate questions and probe into sensitive areas. Above all, show concern and sincerity.
Stay in check	<ul style="list-style-type: none"> Remain calm and in control of emotions. Respond rationally with facts. It is important to avoid being defensive. Be willing to accept feedback on yourself from an employee.

Finish up the meeting

- Offer the employee an opportunity to add comments to the review.
- Have the employee sign the form.
 - If an employee refuses to sign the form, share that the signature is not an acceptance of the review, but merely an acknowledgement that the meeting took place.
 - If the employee still does not sign the form, make note of this and initial in the same space as the employee signature.
- Make sure this notation is done in front of the employee at the time of the conversation.

AFTER THE MEETING:

Submission

- Submit all Performance Review Forms to your Human Resource Liaison for validation.
- Each form is reviewed for completeness. It may be returned if the form is incomplete or was filled out incorrectly.

For more information, contact us at autrain@auburn.edu or at aub.ie/performance.



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