

“Employee Check-Up” – Why a Performance Review?



WHEN: After about 1 month for temporary and temp-to-hire employees
The first couple of months of employment can really set the standard for an employee’s long-term commitment and performance, and it’s a good idea to start the back-and-forth communication regarding performance standards and expectations right away.

WHY: Getting high performance from employees is not about reward and punishment, or praise and criticism. It’s about *engaging employees*, tapping interests and *encouraging* autonomy and *collaboration*. High performance happens when people enjoy what they do and have fun figuring out how they can do better work.

Study after study has shown that an essential part of the employee/supervisor work relationship is a positive and consistent understanding between the employee and supervisor as to what is acceptable job performance. Set aside time to complete an Employee Check-Up, including a Performance Review by the supervisor and an Employee Outlook by the employee, and then go through both completed forms together to make sure expectations are clear.

You can find the Performance Review and Employee Outlook forms on the Dakota Staffing website under Employer Resources.

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The Society for Human Resource Managers suggests a couple of things supervisors can do to **FUEL HIGHER LEVELS OF PERFORMANCE:**

Listen. When supervisors listen to employees they begin to understand employees' strengths, interests and ambitions, and the possible ways these might benefit the workplace. Listening helps employees feel understood and valued by their supervisor—one of the drivers of employee engagement—and demonstrates that supervisors are open to new ideas and collaboration.

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Establish Goals. These aren't the goals that are set once a year and ignored until it's time for the annual review. These are goals that are set, reviewed and tweaked every day. A focus on new and more challenging goals—combined with an understanding of an employee's strengths, interests and ambitions—gives supervisors the ability to align business and employee goals and create a deeper sense of purpose.

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Focus on Results. According to Cali Ressler and Jody Thompson, authors of *Why Work Sucks and How to Fix It* (Portfolio Hardcover, 2008), companies that establish a results-focused work environment experience increased employee engagement and average productivity increases of 35 percent.

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Provide Autonomy. Autonomy is the degree of discretion and independence employees have to determine how their work is to be completed. High levels of autonomy have been shown to increase engagement as well as motivation to perform the job. In addition, research has shown that when employees have greater levels of autonomy, they are better able to use their personal attributes to contribute to job performance.

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