

Eli's Rehab Report

Clip & Save: Sample Form: Eliminate Inconsistency With This Performance Appraisal Checklist

Your employees will thank you for providing this proven tool to improve appraisal effectiveness.

Performance appraisals are a standard part of your job, but making sure your therapy managers all consistently perform top-notch appraisals can be a challenge. Take a look at this before and after checklist from **Bill Repp**, author of the nationally syndicated column Working Best, based in Rochester, N.Y.

Help your managers out by providing a guiding checklist to use for every performance appraisal.

Before the Appraisal Meeting:

- Give the employee sufficient advance notice of the appraisal meeting.
- Ask the employee to be prepared to appraise his own performance.
- Tell the employee that the purpose of the meeting will be to help him improve his performance on the job.
- Review the appraisal, making sure you objectively appraise the employee's job performance and focus only on the employee's job performance.
- Schedule the meeting behind closed doors (office, conference room, etc.).

During the Appraisal Meeting:

- Let the employee raise questions and make comments.
- Ask open-ended questions.
- Ask the employee for his self-appraisal in specific areas of responsibility.
- Clarify the employee's responsibilities and areas of authority.
- Discuss areas that need improvement.
- Ask the employee how he thinks he can improve. Then, offer suggestions.
- Make a specific action plan for improvement.
- Summarize the performance review.
- Give the employee a clear idea of what will happen next.