



Evaluate the performance of your employee ... an annual process

This period of the year is an opportunity to discuss the performance of your employee.

The year is ending and most of all it is time to prepare the new one.

- How do we prepare ourselves ?
- How to approach your employee ?
- How will you discuss his performance and results ?
- How will you define your and his objectives ?
- How do we do with respect, efficiently as a leader ?

Benchmarking is a responsibility and mandatory to human resources management. Therefore, to perform, you need to plan and ask yourself questions...

What should be your goals of this process?

- Achieve a credible process
- Do so with professionalism and rigor of circumstances
- Encourage collaboration
- Show positive

What tools can you use to perform your meetings?

- The results of the achievements of the employee
- Always use trough facts, facts that you have checked, never rumors or hearsay ... never use such arguments.
- The tools and means available to improve performance such as an accompaniment, maybe training sessions, for sure recognition
- Short meetings (max 45 min.)
- Tracking planned et to be held with rigor



What should be your attitude for successful meetings and the performance evaluation process?

- Have an attitude of honesty, credibility, justice... This is essential!
- Have an attitude of leader gatherer, show positive among your employees.
- Have an professional attitude with rigor to the process and to the follow-ups
- Recognize the results certainly, and also recognize efforts
- Show warm empathy towards your people, not necessarily friendly (let us keep a distance boss-employee)... to understand their situation, their concerns and support as much as possible.
- Recognize the commitments in their community and participate in or by supporting community projects that are precious to your employees.

And always remember:

We hire for the abilities...

We fire for a bad attitude...

... this applies for the employer, and it can also be a criteria for the employee in his choice of an employer...

Be ready for this experience.

Refer to my book and read how to do.

<http://www.ressourceshumaines-SST.com/>

I wish you a successful and appreciated process.

