

Performance appraisal sample comments

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1. Contents of getting performance appraisal sample comments

Frank stared through me at the blank whiteboard behind me in the conference room as I delivered the performance review. I could tell he wasn't engaged with what I was saying and didn't really comprehend my comments. He kept insisting that I was mistaken, that his performance was better than his co-workers, and that I just didn't know what I was talking about.

Writing and delivering an employee performance evaluation for an under-performer is a difficult task for any manager. The key to writing any performance review is to be honest and provide balance in your comments, striving to focus on areas of strength and improvement. A low performance employee may not understand where they are lacking or understand how to improve. In the performance review process, it's important to explain specifically the problem areas and put together a plan to address these concerns.

Be Honest & Candid With Your Feedback

First, be honest and candid with your feedback – but not to the point that your feedback feels like it is “piling on” or that it appears you have a personal problem with the employee. The purpose of the performance review is to evaluate several areas of the employee and being very honest, open, and candid with the employee is the best way to handle it. When I have an under-performer on my team, I always let my boss or a neutral third party read the performance evaluation to ensure I am saying things the right way.

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Richard C. Sorenson



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