When feedback is such a key part of boosting employee engagement, it’s important to get it right. Unfortunately, many of today’s performance reviews aren’t nearly as effective as they could be. Fast Company reports that 74% of younger workers leave reviews unsure about what their managers actually think of their performance. Why? No matter how good your performance reviews are, you could almost certainly do better. Here’s a helpful list of 100 performance review examples — based off the book Effective Phrases For Performance Appraisals — comments that you should start including in your performance reviews in order to give your employees (or manager) the useful feedback they’re looking for. Bad performance reviews can lead to low productivity, decreased morale and the chance the employee will leave. This means that it is important to balance the negative comments with some positive constructive feedback. Performance reviews are there to identify areas of improvement, but highlighting examples of good work or strengths is key to maintaining a good relationship with your employees.

Goals and outlooks. As many businesses are very busy, there sometimes isn’t enough time to check in with all of your employees on a personal basis. Take the time during a performance review to set out some personal goals with the employee and talk about their role in the wider scheme. This will give them something to strive towards over the course of the year. Performance feedback is a constructive response given to the employee at work and is a tool that can be used to help employees improve their performance. It is easy to verbally pass on positive or negative feedback to your employees, but it is also necessary to choose the right medium and convey the message appropriately. Using an egalitarian approach, here are a few performance feedback examples that will help in passing on an accurate message to your employees without sounding too hostile.

Examples of Feedback

Performance feedback can come in the form of reviews, visual or written structures. It is important to check-in with your employees on a personal basis and talk about their role in the wider scheme. This will give them something to strive towards over the course of the year. Performance feedback is a constructive response given to the employee at work and is a tool that can be used to help employees improve their performance. It is easy to verbally pass on positive or negative feedback to your employees, but it is also necessary to choose the right medium and convey the message appropriately. Using an egalitarian approach, here are a few performance feedback examples that will help in passing on an accurate message to your employees without sounding too hostile.

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Title: 'It wasn't me... or was it?' How false feedback effects performance
Author(s): Bruijn, E.R.A. de ; Mars, R.B. ; Hulstijn, W.
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