The Art of Evaluation - How to Bring out the Best of your Employees

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Introduction
My Evaluation Roles
Thinking about evaluation ~ WHO, WHAT, WHEN, WHERE, WHY

**WHO** are you evaluating?

– Do they have experience?
– Do you know much about them?
– How often do they get evaluated?
– Do they know they are being evaluated?
WHAT are you evaluating them on?

– How pertinent is the task?
– Do you understand your role?
– Do you have a marking sheet?
– Are you staying on task?
**WHEN are you evaluating?**

– Do you have time to prepare?
– Are you being timely?
– WHERE are you conducting the evaluation?
– Is this an an appropriate location?
– What is the atmosphere like?
WHY are you evaluating this person?

• Is an evaluation needed?
• What is the desired end result?
Types of Evaluations

EMPLOYEES WANT TO KNOW…..

EMPLOYEE 1
WHAT AM I SUPPOSED TO BE DOING?

EMPLOYEE 2
HOW WELL AM I REQUIRED TO DO IT?

EMPLOYEE 3
WHAT DO YOU THINK OF MY PERFORMANCE?

EMPLOYEE 4
HOW WILL I BE REWARDED?

EMPLOYEE 5
HOW CAN I IMPROVE MY PERFORMANCE?
Written Evaluations

➢ What are some of the negatives of written evaluations?

➢ What are some of the positives?

➢ How can you work against the negatives?
Verbal Evaluations

➢ What are some of the negatives of verbal evaluations?

➢ What are some of the positives?

➢ How can you work against the negatives?
Group Evaluations

➢ What are some of the negatives of group evaluations?

➢ What are some of the positives?

➢ How can you work against the negatives?
Self-Evaluations

➢ What are some of the negatives of self-evaluations?

➢ What are some of the positives?

➢ How can you work against the negatives?
Confidence in giving/receiving evaluations

- Know the goal
- Look for the positive
- Look for ways to improve
- It’s about performance, not people
- Know your rights and responsibilities
General Tips

- Start and end on a high note
- Pay full attention to the person you are evaluating
- Be honest and sincere
- THINK (is it true, honest, inspirational, needed and kind) before you speak/write
- Speak with POISE (Professionalism, observation, information sharing, solution driven, ending positively)
- Demonstrate suggestions
- Establish objectives ahead of time
- Write things down as they happen
- Say what you mean, mean what you say and don't be mean about it
- Don't put anything down that you don't mean
- Evaluations are opinions (some stronger than others)