

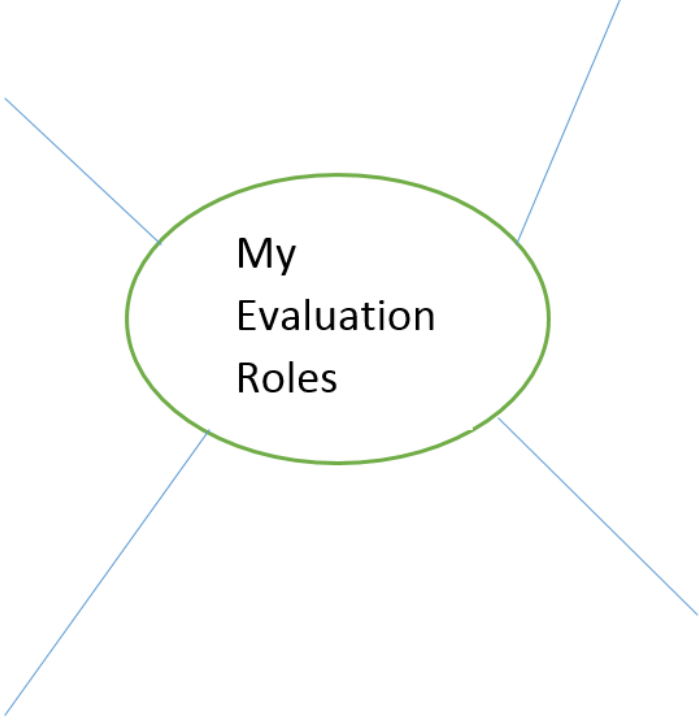
The Art of Evaluation - How to Bring out the Best of your Employees

Lisette Vienneau, BHSc, MLT
Vice-President, CSMLS

Introduction



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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 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



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)