

SMART

Performance Reviews

Specific

-times, dates, expectations

Measureable

-completed on schedule?

Achievable

-discuss to come up with achievable goals

Relevant

-tie into the employee's key responsibilities and be important to the mission of the department

Time-bound

-times and dates; by next review

Best

Practices

- ✚ Allow employee to **review** before meeting.
- ✚ Ensure employee has time to **prepare** before meeting.
- ✚ Ask open ended questions to encourage employee **participation**
- ✚ Set **SMART** goals
- ✚ **Be clear** on what required performance should look like
- ✚ Provide appropriate learning and development **opportunities**
- ✚ **Set date** for next review

*The above job aid will be printed and handed out to each learner, as a reference tool during their classroom time, their assessment preparation time, and while back on the job.