

Role Play Exercise: Reviewer Instructions in Performance Evaluation Meeting

You are the Reviewer:

- You have scheduled a meeting with your employee to discuss the upcoming performance evaluation.
- You will be having this meeting to seek their thoughts on how they have done this past year and provide a summary of what will be addressed in the performance evaluation.
- You have met with this employee several times throughout the year to discuss areas of concerns and accomplishments.
- You will be drafting an overall competent performance evaluation with 2 areas needing improvement- Adaptability and Work Habits

Accomplishments:

- Continues to maintain a high level of professionalism and customer service in all interactions with customers and co-workers.
- Completed 92% of work product on time.
- Makes clear, logical recommendations to supervisor.
- Develops innovative ideas for solving problems.
- Makes good, solid business decisions.

Challenges:

- When given new assignments, has a hard time prioritizing work to accommodate new task.
- Seems resistant to take on new assignments, but eventually complies.
- Has been counseled for being tardy, especially during the first 6 months of rating period, after it was brought to the employee's attention, made some progress in last 6 months. Overall, still needs improvement.

