



# 3 Minute Mentor

Episode 36 Show Notes



## Episode 36: Giving an annual review – Part 2



Today we focus on ending the review and how to follow up.

### 3. Ending the meeting

It is important that the meeting end with no confusion

First lets work through a good review

- If it's good, you should make sure you tell them how valuable they are
- You should also leave them with some things to focus on
- If you can't find anything they could do, either you don't understand their job or they should be promoted and moved to another position.

But what if it's a bad review

- You should clearly identify that it is bad news and be clear what the employee needs to do to correct.
- Assume this may cause the employee to panic and worry for their job – assuming you had to give them a bad review because they did poorly, then that's ok.
- They deserve to know they missed your expectations and what they need to do to correct.

Whether good or bad, it is important to make sure that they understand what you are saying

Write down any actions and agree to follow on.

### 4. Follow up

For a good annual review you should follow up at the 6th month point

- It makes sure things are still on course and reinforces any good messages you sent last time.
- Remember you don't need to wait 6 months to say thank you

For a bad review you will need to follow-up as the actions you outlined are required

- If you wait too long the employee may feel 'off the hook'
- If you don't manage your actions, how can you expect them to
- You should always establish you tried your hardest to give feedback and support the employee

**Bottom Line:** It's easy to give good reviews but often giving bad ones are more important to get right.