



Hamilton County HRD's Follow-Up Flash: Leadership

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Plan Now for Effective 2009 Performance Reviews

If you're finding it hard to believe the year is almost half-over, you're not alone. But this mid-year milestone is the ideal time to be proactive regarding employee performance reviews.

Take some time in late June or early July to do the following:

1. Review employees' progress on major objectives and performance review standards. As part of this progress review, ask employees for their input.
2. Document your observations and data regarding each employee's progress with standards and objectives. Use specific examples and numerical data when possible. And be objective, rather than subjective! Save this documentation. You can cut and paste it into the 2009 performance review in December or January.
3. Meet with each employee to provide feedback about where they stand now with meeting their standards and objectives. Offer helpful information about what it will take for them to meet or exceed each standard and objective. Be honest if there is room for improvement!

Although it may be challenging to find the time for this activity, leading your employees and enabling them to succeed is one of a leader's most important responsibilities. It shows employees that you care and it provides them with the information they need to succeed in performing effectively. And when each employee is performing effectively, your organization as a whole is more productive and successful.

Besides, you'll thank yourself in December of January, when you're working on annual performance reviews. It will be a much easier task, if you do some of the groundwork now.

If you have questions, concerns, or suggestions, please contact Laura Maus:
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best practices for leadership!**

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