



## New York Edge Performance Evaluation 2021–2022

# Manager/Supervisor Guide

In accordance with New York Edge guidelines, supervisors will recommend: a) whether an employee should receive any merit increase based on their annual performance review and b) the amount of increase appropriate for the performance results. Doing so will help motivate, reward, and retain high performers, differentiating employee performance and rewarding performance accordingly.

A biased assessment can cause employee disengagement or give rise to frustration in the individuals being evaluated. For an evaluation to prove beneficial, it is essential that the employees feel that they are being rated fairly and that the evaluation is based on just, observable and quantifiable criteria and not on the evaluator's opinion and perception of others.

### **How Can I Make my Employee Assessment as Fair as Possible?**

#### **Prepare all feedback ahead of time:**

Take time to compile your thoughts and feedback in advance. Schedule a one-to-one meeting with employees. Do not complete the evaluation when you are with the employee; complete the review before meeting with the employee and use your evaluation document as a framework for the meeting. By having all comments formulated beforehand, you can ensure the meeting is on track, and you will cover all the critical points.

#### **Keep your remarks clear and concise:**

Ensure you are direct and provide clear and concise comments; if you're not direct when providing an employee evaluation, you risk employees leaving the meeting with confusion around goals or misconceptions about your expectations. Use specific examples whenever possible. Giving feedback with examples will help employees understand specific goals and expectations.



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### **Keep employee review meetings a two-way conversation:**

Instead of lecturing an employee on the subjects they need to improve, and letting them go, make the meeting an open discussion. Give employees a chance to share their self-assessments. Suppose an employee is quiet and doesn't seem comfortable speaking up.

### **In that case, you can initiate the conversation by asking questions such as:**

- What's the one accomplishment from the review period that makes you proudest?
- Where do you think you've made the most progress since your last review?
- In what areas would you say you need the most improvement?
- How can I support you in meeting your goals?

### **End with a focus on the future:**

Address recent failures or areas where employees have scored poorly. After you have discussed the negatives, shift towards the future, outline new goals and share your improvement plans. Ensure employees understand that you are on their side, want them to succeed, and are always available to discuss their challenges and concerns. End the evaluation with positive notes.

### **Provide employees with a copy of the completed evaluation form:**

You can provide them a copy of their completed evaluation form or a portion of the form that will give your team members a document to reference and help them stay on track.