10 WAYS
TO CULTIVATE EMPLOYEE GROWTH
In the Public Sector Using Performance Reviews

In the public sector, employee reviews are valuable tools that can help individuals improve their focus and reignite engagement. To ensure you're using the latest proven techniques, here are **ten essential tips** for conducting performance reviews:

1 Set and Continuously Reinforce Expectations

Use reviews and regular check-ins to set goals and reinforce job duties. Creating a dedicated cadence to touch base allows the manager and employee to realign expectations.

2 Emphasize Big Picture Contribution

In order to help an employee gain perspective and experience fulfillment, make sure you reflect the employee's value by connecting their performance to the agency's purpose.

3 Frequent Check-ins

By checking in frequently, you can identify and resolve issues before they snowball, course correct, recognize achievements as they occur, and keep employees engaged year round.

4 Encourage Employee Self-Review

The employee self-evaluation allows for transparency into where employees see themselves and lets managers discover where they are with their employees.

5 Utilize Collaborative Reviews

If an employee has multiple managers, use a system that allows for collaborative and 360-degree reviewing, as it provides multi-perspective feedback.

6 Avoid Recency Bias

By using a system that allows for electronic journal entries or other systematic note-taking for check-ins, managers can avoid recency bias and accurately recollect past performance.

7 Promote Transparency

Managers should be transparent about expectations and progress. Ask probing questions about the employee's career objectives in order to develop a plan that supports both constituents.

8 Provide Learning Opportunities

Set milestones and assign additional training that supports the employee's skills and career progression. Make sure training is accessible and trackable by using a learning management system.

9 Keep It Simple

Choose move-the-needle goals that will make the biggest impact for both the agency and the individual. Make sure the goals are SMART: Specific, Measurable, Attainable, Realistic, and Timebound.

10 End On a High Note

Reviews are a time to stimulate performance, not berate your employee. Even if you deliver tough feedback during the review, end on a high note with constructive takeaways.

Rolling out an employee evaluation process across your agency may seem like a monumental project, but the right performance management software can make it easy by providing structure, automation, and efficiency. NEOGOV's Perform offers a robust and compliant solution that's been designed with the public sector in mind.

> *"Perform is so user-friendly for managers, employees and admins. It does exactly what we need it to do without requiring an excessive amount of work to maintain."*
>
> Julie Merritt | Manatee County Sheriff's Office

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