

Checklist: Approving Performance Reviews

Use this tool as a guide to approving performance reviews.

Goal Performance Comments	Make sure the comments clearly describe the extent to which the employee achieved their goals. If you are concerned, send it back to the reviewer for clarification. Ensure that the goals are not related to "training" which should be captured in the Professional Development Plan (PDP) section.	<input type="checkbox"/>
Factors, Ratings and Comments	Read the definition for each performance factor and the reviewer's comments. Ensure the reviewer commented on areas appropriate for each factor. Check that the ratings are fair and supported by specific examples in the comments section. If you have concerns, return the form to the reviewer for clarifications or revisions.	<input type="checkbox"/>
Overall Performance Rating	Make sure you are confident that the overall rating supports the extent to which the employee achieved their goals and the ratings of all performance factors. Significant accomplishments should also be listed in this section. Compare overall ratings between individuals with the same job title/functions to ensure the consistency of ratings throughout your organization. For various reasons, ratings are often inflated. It is your role to ensure that you have read and understand how the reviewer applied each definition to achieve the overall rating, and that these ratings are applied fairly and consistently.	<input type="checkbox"/>
General Completeness of Feedback	It is your responsibility to ensure the feedback is complete, specific, and includes guidance for the future. Phrases such as "excellent communication skills" should be substantiated with specific examples.	<input type="checkbox"/>
Performance Review Language	Performance review language should be straightforward and fact-based. Avoid phrases like "I think" and "seems to be." Be careful to balance corrective actions with motivational language where appropriate. Be conscious of potentially discriminatory language. Avoid words and phrases that describe protected classes.	<input type="checkbox"/>