

BigRedF Performance Reviews

#1: PREP: ADP AUDIT



- ✓ term non-active employees
- ✓ verify "Reports To"
- ✓ review your team's last reviews

#2: INFORM TEAM



- ✓ share ADP tutorials
- ✓ set self assessment deadlines; reviews will be activated in ADP on 3/31/2014
- ✓ ask yourself: what would you like reviews to accomplish? share goals with your management team
- ✓ schedule review meetings with team

#3: EMPLOYEE COMPLETE SELF ASSESSMENT



#4: PREP for REVIEW MEETING



- ✓ read/review employee's last review
- ✓ comment on employee's self assessment in ADP
- ✓ create welcoming environment
- ✓ be prepared – notes, outline, script

#5: IN-PERSON REVIEW MEETING



- ✓ listen, validate, acknowledge employee's feedback + comments
- ✓ 1:1 ratio – positive to negative feedback
- ✓ make it a conversation – employee should spend 70% time talking
- ✓ discuss merit salary/wage increase

#6: ADD MEETING NOTES to ADP/QUESTIONNAIRE



- ✓ finalize and post review in ADP

#7: CREATE ACTION PLAN/FOLLOW UP



- ✓ do your homework
- ✓ offer resources
- ✓ provide ongoing feedback

#8: SUBMIT RAISE SPREADSHEET to HR

- ✓ deadline: 4/30/2015

NEED HELP? questions, comments, tutorial in ADP – *please* contact your director of operation OR executive chef

