

Employee performance appraisal comments examples

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The performance appraisal process can be difficult for both employee and manager. When I began my career in the early 1980's the process was not formalized and could vary with the direction the wind was blowing and who was doing the appraising. There were actually comments like "Be careful of out-performing your supervisor" or "The next time you bring your boyfriend to a company outing, he should cut his hair first." Seriously, these were actual comments.

Over the years companies have done a much better job of putting standardization into the process. We often think of performance appraisals from the employee side of the equation. But as a manager, there are a multitude of considerations prior to delivering an appraisal.

When I first started managing people, I applied concepts to the appraisal process that I would have appreciated as an employee. I wrote substantial comments on the employees positives attributes as well as challenges. In addition, I provided suggestions for improvement. The simple "rating" assignment just didn't seem to provide sufficient input. What does "meets expectations" really mean anyway?

Dependent on the employee, this approach could be perceived as threatening. Seeing a long narrative may send the employee into a tense or defensive mind-set. This taught me an important lesson on successful delivery of a performance appraisal. In addition, I later learned