

rate the value of your PERFORMANCE REVIEWS

“There is likely more we can achieve with performance reviews but how do we make them better?”

“Our performance reviews are relevant but how effective are they?”

“Some meetings feel like a waste of time but does everyone know what to contribute?”

“Downtime is reviewed regularly but are we focusing on the right areas?”

If these questions sound familiar, you are not alone. For this reason, we have developed an audit criterion that focuses on meeting objectives and outcomes, and identifies areas that are being performed well and highlights opportunities for improvement.

PERFORMANCE REVIEW MEETINGS NOT MAKING THE GRADE?

The first thing we advise a client to do is to list all the current performance review meetings with the relevant outcomes required, purpose for the meeting, attendees and their required contribution, meeting frequency and consequences for not-attendance.

This process highlights gaps where the relevant attendees are not correct or it is not clear why the meeting was held. In some cases, we have found that meetings have been set due to some historical reason that is just not relevant anymore. Clearly defining the items mentioned above makes everyone aware of the reason for attending and what will be required of them. It also ensures that attendance is not just a waste of time.

Once all meetings are clearly defined and everyone who attends knows why they are there, an audit system should be set up that enables you to understand how well the meetings are achieving the desired outcomes. By forming a habit of having a meeting audit timetable, it will ensure that your meetings are continuously delivering a positive result and any revamp of a meeting can be carried out if the objectives are not being achieved.

WOULD YOUR MEETINGS
BENEFIT FROM AN AUDIT?

TAKE THE QUICK QUIZ



rate the value of your performance reviews

QUICK QUIZ

> For your last meeting, consider the following questions. If the answer for more than 2-3 questions is 'No', you should consider a full audit of your performance reviews.

Was the meeting fully attended?

If not, were there any consequences for non-attendance?

Were actions from previous meetings reviewed for effectiveness?

Were there any consequences for not completing actions within an allotted time?

Did the meeting run on time?

Was the meeting focused on objectives at all times?

Was accountability assigned to each of the actions?

Were the meeting outputs documented in the relevant logs?

Were the overall objectives of the meeting achieved?

If further information was required, was it followed through the area of issue?

Was there an action in place to resolve the root cause if different to initial actions assigned?

Did any coaching take place after the meeting? E.g. what went well and what could be improved?

Intent of Review – Did the review contribute towards a positive effect on line performance?