**Tips for Performance Evaluations**

**HR's Top Ten**

10. Be Honest.
8. Be Consistent.
7. Be Objective.
6. Keep Records/Notes Throughout the Year.
5. Conduct Interim Reviews.
3. Be Constructive.
1. Do Not be a Therapist!

**REMEMBER:** the idea is to help the employee to improve their performance (and, therefore, their overall contribution to the University).

Five **basic errors** that supervisors make when they are assigning ratings to the various criteria and categories within the evaluation:

- **Halo Effect** – rate the employee as ‘wonderful’ in all categories. Generally, no areas of improvement are noted.
- **Leniency/Softness** – rate the employee higher than actual performance in order to avoid a confrontation or incite conflict.
- **Central Tendency** – rate the employee as “meets expectations” on all or almost all of the categories.
- **Prejudice and Partiality** – consider personal factors when assigning ratings – can be viewed as favoritism by others.
- **Association** – rate someone either higher or lower than actual performance because of their relationship to someone else in the organization.