Performance Review Goals

**Reinforce**
1. Start with a performance expectation
2. Use objective information to reinforce expected performance
3. Reinforce the value of producing the expected result
4. Explain your expectations for future performance

**Correct**
1. Start with a performance expectation
2. Use facts to explain why performance is not meeting expectations
3. Explain the impact of the employee's inability or failure to perform
4. Define what the employee is expected to do from this point forward
5. Offer resources to help the employee succeed
6. Explain the benefit of meeting the expectation and the consequence of not meeting it

**Adapt**
1. Explain the new expectation
2. Define the changes the employee will have to make to adapt to the new way of doing things

www.deblieux.com