

Legal Best Practices for Managing Employee Performance.

Maintain up to date and well written employment contracts and job descriptions, setting out requirements of the job.

Provide clear targets and expectations in line with the employee's scope of duties, and empower employees with the tools to reach those targets.

Train managers on how to conduct effective and professional performance evaluations, and ongoing mentorship.

Get manager/employee pairings right – do personalities mesh or is there an unhealthy amount of conflict and tension?

Implement a system of addressing and resolving poor performance.

Apply company policies evenly and consistently.

Keep the performance review process consistent across the company.

Make performance management, coaching and feedback an ongoing process throughout the year – avoid major surprises at the formal annual review.

Use accurate, unbiased, and objective information to evaluate employees, rather than relying solely on the judgment of managers.

Don't be afraid to terminate employment, but do it the right way and get legal help.