



FixHR

Performance Evaluation Checklist for Small Businesses

- Establish clear performance goals and expectations for each employee.
- Regularly communicate performance expectations and provide feedback throughout the evaluation period.
- Gather objective data on employee performance, including sales figures, project completion rates, customer satisfaction ratings, or other relevant metrics.
- Evaluate employee's adherence to company policies, procedures, and core values.
- Assess employee's knowledge, skills, and competencies required for their role.
- Evaluate the employee's ability to work collaboratively and communicate effectively with colleagues and customers.
- Assess the employee's problem-solving skills and ability to handle challenges or conflicts.
- Consider the employee's professional development and growth during the evaluation period.
- Conduct a constructive performance discussion with the employee, providing feedback, addressing areas for improvement, and recognizing their achievements.

Disclaimer: This checklist serves as a general guide. At FixHR we customise the performance evaluation process to suit the specific needs of your small business while adhering to employment laws and regulations in New Zealand.