

Delivering Performance Review: A Guide for Managers

Performance conversations offer leaders a chance to strengthen manager-employee relationships. And their feedback is most effective when learning and development are integrated at the core of the performance review cycle.



Learn how you, as a manager, can *transform the performance review experience* for your team. Plus, explore resources designed to help your team members learn and grow.

Content

Click on the dynamic categories below to go directly to a full list of curated content recommendations with embedded links.

Be Purposeful in Your **Delivery**

Harness the Power of **Coaching**

Build a Culture of Accountability with **Goal Setting**

Managing and Developing High-Performing **Teams**

Create **Growth** Opportunities

Employee Development **Road Map**

International Content Offerings

Be Purposeful in Your Delivery

Learn the essential components of preparing comprehensive 360-degree feedback. By readying yourself, you can deliver an effective employee performance review that's unbiased and constructive.

85% of workers who have weekly check-ins with their managers report higher levels of engagement

(SHRM: Performance Management Evolves)



Pro Tip

Avoid surprises by introducing *frequent check-in conversations throughout the year*. Plus, discover how to design a performance review experience focused on the path forward.

[Prepare for a one-on-one meeting](#) – (2m 08s)

[What makes one-on-one meetings successful?](#) – (2m 10s)

[Do the prep work](#) – (3m 22s)

[Addressing common biases](#) – (3m 57s)

[Being a fierce advocate](#) – (2m 53s)

[Defensiveness, surprise, anger, or tears during reviews](#) – (3m 49s)

[Preparing for the meeting](#) – (3m 10s)

[Reviewing relevant information](#) – (3m 21s)

[Best practices for delivering 360 feedback](#) – (4m 37s)

[How to decide if you should share the review in advance](#) – (2m 47s)

Harness the Power of Coaching

To be effective in developing employees, managers need to integrate various coaching techniques catered to the specific needs of individuals.

Employees who feel their voices are heard are 4.6 times more likely to feel empowered to perform their best work.

(ATD: Creating a Culture of listening)



Pro Tip

Learn how to *be curious, present, and provide clear feedback* with compassion.

[Questioning little Ted](#) – (2m 57s)

[Listen to understand](#) – (2m 28s)

[Get into a coaching mindset](#) – (2m 49s)

[Coaching](#) – (3m 29s)

[The process of coaching](#) – (4m 29s)

[The importance of compassion at work](#) – (3m 19s)

[Personalized feedback](#) – (2m)

[What is effective feedback?](#) – (3m)

[Why coaching is so important](#) – (50s)

Build a Culture of Accountability with Goal Setting

Boost performance reviews by developing concise, achievable, and measurable goals for you and your team.

Pro Tip

As a manager, you set the stage for accountability by *defining the vision, direction, and goals*.

[Work with your employees to set clear goals](#) – (2m 54s)

[How to use SMART goals](#) – (1m 57s)

[How to create a stretch goal](#) – (1m 55s)

[Create a culture of accountability](#) – (3m 20s)

[Goals and strategy: The key steps](#) – (2m 53s)

[OKR design process for a group](#) – (4m 12s)

[Achieving goals: The success steps](#) – (4m 12s)

[A strategic performance development and management approach](#) – (3m 05s)

Managing and Developing High-Performing Teams

Learn how to amplify a positive performance review experience.

85% of people believe trust is important to have a high-performing team.

Trust Edge, 2020

Pro Tip

Define high performance, reward positive behavior, and create space to *promote inclusivity and belonging*.

[Build team trust by extending trust](#) – (1m 55s)

[Recognize and reward great performance](#) – (2m 53s)

[Cultural awareness](#) – (4m 37s)

[Promote psychological safety](#) – (3m 10s)

[Equitable leadership](#) – (3m 07s)

[The seven aspects of high-performing teams](#) – (3m 36s)

[Inclusion with empathy is more than "diversity"](#) – (6m 05s)

[Rewarding good behaviors](#) – (3m 36s)

[Move from managing to leading](#) – (3m 30s)

Create Growth Opportunities

Lead and manage your team with an abundance mindset. Discover how to stretch and coach high-potential employees, address poor performance, and set clear expectations.



Pro Tip

By focusing on continuous learning, you can *foster career growth and advancement*.

[What motivates individuals in your team](#) – (7m 32s)

[Guide employees to strong career development](#) – (2m 52s)

[Growth mindset, adaptability, and achieving goals](#) – (3m 03s)

[Creating stretch assignments](#) – (3m 31s)

[Coach high and low performers](#) – (3m)

[Problem with stars](#) – (3m 12s)

[Manage the poor performer](#) – (3m 28s)

Employee Development Road Map

Empower your employees to take charge of their careers and lifelong learning journey.

Empower individuals to own their career development, ensuring everyone has access to the tools and motivation they need to become lifelong, continuous learners.

LinkedIn Learning Workplace Learning Report 2022



Pro Tip

As a manager, you can recommend the following curated content to employees *to upskill and drive their career growth.*

[Use your voice](#) – (4m 19s)

[Staying on top of industry trends](#) – (3m 11s)

[Feedback is your responsibility](#) – (1m 34s)

[Growth mindset](#) – (4m 08s)

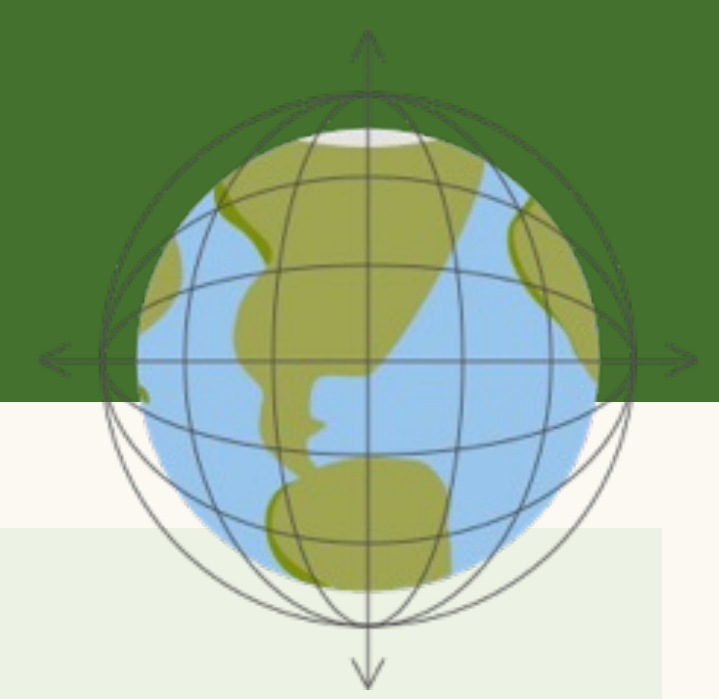
[Form habits that help you succeed](#) – (3m 11s)

[Learn from role models and mentors.](#) – (2m 38s)

[Lean into self-accountability](#) – (3m 35s)

[Benefits of internal mobility](#) – (2m 38s)

International Content Offerings – Part 1 of 3



German

[Feedback einholen als Mitarbeiter:in](#) (21m 29s) – Asking for Feedback as an Employee

[Female Empowerment: Selbstbewusstes Auftreten](#) (36m 53s) – Female

Empowerment: Appearance and Performance

[Coaching-Skills für Führungskräfte](#) (27m 34s) – Coaching Skills for Leaders and Managers

[Recruiting: Fachkräfte und Spezialist:innen gewinnen](#) (46m 08s) – Performance

Based Hiring

[Teamleistungen mit Kennzahlen messen](#) (1hr 20m) – Measuring Team Performance

[Eine Hochleistungskultur schaffen](#) (1hr) – Creating a High-Performance Culture

[Coaching für mehr Wachstum](#) (49m 35s) – Coaching for Results

[Die Leistung der Mitarbeiter:innen steigern](#) (1hr 05m) – Improving Employee

Performance

[Modernes Leistungsmanagement](#) (57m 03s) – The Future of Performance Management

[Ziele für Mitarbeiter:innen und Teams setzen](#) – (1hr) Setting Team and Employee Goals

[Beurteilungsgespräche führen](#) (49m 28s) Performance Review Foundations

[Mitarbeiter:innen Feedback geben](#) (56m 47s) Delivering Employee Feedback

French

[Repenser la gestion de la performance](#) (1hr 03m) – The Future of Performance

Management

[Améliorer les performances des employés / employées](#) (1hr 02m) – Improving

Employee Performance

[Donner et recevoir du feedback](#) (47m 28s) – Giving and Receiving Feedback

[Le recrutement axé sur la performance](#) (35m 26s) – Performance Based Hiring

[Coacher pour générer des résultats](#) (47m 28s) – Coaching for Results

[Demander un feedback au travail](#) (21m 12s) – Asking for Feedback as an Employee

[Instaurer une culture de la performance](#) (1hr 02m) – Creating a High-Performance Culture

[Compétences en coaching pour les leaders et les managers](#) (33m 30s) –

Coaching Skills for Leaders and Managers

[Définir et atteindre ses objectifs professionnels](#) (30m 53s) – Defining and Achieving

professional goals

[Conseils d'expert : Créer une culture de coaching entre pairs](#) (33m 44s) Expert

Tips: Creating a Culture of Peer-to-Peer Coaching

[Mesurer les performances d'équipe](#) (1hr 23m) Measuring Team Performance

International Content Offerings – Part 2 of 3



Spanish

[Evaluación de desempeño en la nueva normalidad: Presencial, remota e híbrida](#) – (34m 55s) *Performance Evaluation in the New Normal: Face-to-face, Remote and Hybrid*

[Cómo solicitar feedback o retroalimentación para tu crecimiento personal](#) (21m 43s) – *Asking for Feedback as an Employee*

[Habilidades de coaching para líderes y gerentes](#) (34m 14s) – *Coaching Skills for Leaders and Managers*

[Cómo crear una cultura de alto rendimiento](#) (1hr 01m) – *Creating a High-Performance Culture*

[El futuro de la gestión del rendimiento](#) (1hr 08m) – *The Future of Performance Management*

[Cómo mejorar el rendimiento de tu personal](#) (1hr 02m) – *Improving Employee Performance*

[Cómo hacer coaching a tu personal para obtener resultados](#) (58m 01s) – *Coaching for Results*

[Cómo dar y recibir feedback o retroalimentación](#) (46m 07s) – *Giving and Receiving Feedback*

Portuguese

[Técnicas de Coaching para Motivar Colaboradores em Situações Difíceis](#) – (47m 18s) *Coaching Employees through Difficult Situations*

[Gestão de Desempenho: Como Definir Metas e Avaliar a Performance](#) (19m 26s) – *Performance Management: Setting Goals and Managing Performance*

[Como Pedir Feedback no Trabalho para Evoluir na Carreira](#) (21m 47s) – *Asking for Feedback as an Employee*

[Competências de Coaching para Líderes e Gerentes](#) (34m 11s) – *Coaching Skills for Leaders and Managers*

[Fundamentos da Avaliação de Desempenho](#) (2hr 14m) – *Performance Review Foundations*

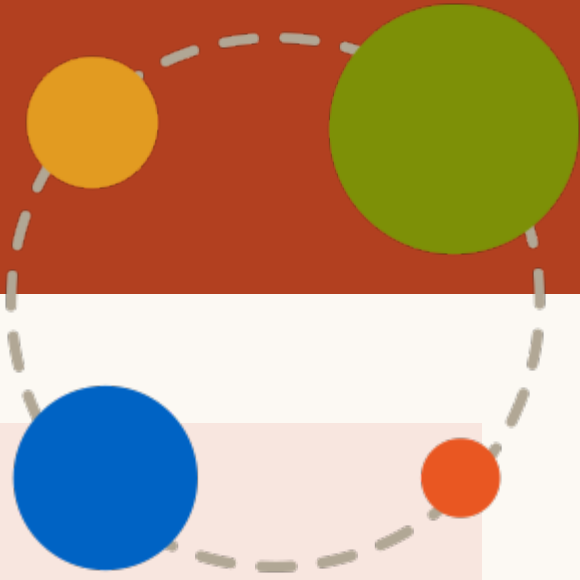
[O Futuro da Gestão de Desempenho](#) (1hr 06m) – *The Future of Performance Management*

[Como Dar e Receber Feedback](#) (46m 56s) – *Giving and Receiving Feedback*

[Técnicas de Coaching para Resultados](#) (59m 35s) – *Coaching for Results*

[Como Criar uma Cultura de Alto Desempenho](#) (1hr 02m) – *Creating a High-Performance Culture*

International Content Offerings – Part 3 of 3



Japanese

[パフォーマンス・マネジメント: パフォーマンスレビューの実施](#) (28m 35s) –

Performance Management: Conducting Performance Reviews

[リーダーとマネージャーのためのコーチングスキル](#) (35m 01s) – *Coaching Skills*

for Leaders and Managers

[SMARTの法則でチームと部下の目標を定めるには](#) (54m 56s) – *Setting Team*

and Employee Goals

[これからのパフォーマンスマネジメントとは](#) (1hr 09m) – *The Future of Performance*

Management

[部下の業績を高めるには](#) (1hr) – *Improving Employee Performance*

[効果的なフィードバックの与え方と受け取り方](#) (48m 18s) – *Giving and Receiving*

Feedback

[部下をコーチングで育てるには](#) (1hr 06m) – *Coaching and Developing Employees*

[パフォーマンスが高い人材を採用するには](#) (1hr 14m) – *Performance-Based Hiring*

[部下の業績課題に対処するには](#) (53m 25s) – *Managing Employee Performance*

Problems

[適切なフィードバックの伝え方](#) (1hr 07m) *Delivering Employee Feedback*

Mandarin

[绩效管理: 设置目标并管理绩效](#) (18m 51s) – *Performance Management: Setting Goals*

and Managing Performance

[获取反馈: 员工篇](#) (21m 20s) – *Asking for feedback as an employee*

[领导者与管理者的教练技能](#) (34m) – *Coaching Skills for Leaders and Managers*

[绩效管理: 进行绩效评估](#) (27m 02s) – *Performance Management: Conducting Performance*

Reviews

[绩效管理的未来](#) (1hr 04m) – *The Future of Performance Management*

[管理员工绩效问题](#) (36m 53s) – *Managing Employee Performance Problems*

[创建高绩效文化](#) (1hr) – *Creating a High-Performance Culture*

[提升员工绩效](#) (57m 48s) – *Improving Employee Performance*

[反馈的给出与接收](#) (58m 43s) – *Giving and Receiving Feedback*

[结果导向式辅导](#) (56m 47s) – *Coaching for Results*

[目标设定法 OKR: 目标与关键结果管理法](#) (32m) – *Goal Setting: Objectives and*

Key Results (OKRs)

[基于绩效式招聘](#) (1hr 11m) – *Performance-Based Hiring*