

# Introduction

0:02

understanding

0:03

and employee evaluation achieving

0:07

success at work

0:10

what is an employee evaluation an

0:13

evaluation

0:14

is conducted by a supervisor the

0:16

evaluation

0:17

measures and tells how an employee

0:21

is performing at work

0:23

[Music]

## What is an Employee Evaluation

0:25

be aware there are other names that

0:27

employee evaluations are referred to

0:30

for example performance evaluations

0:33

job evaluations and lastly performance

0:36

reviews

## **How Often Are Employees Evaluated**

0:41

how often are employees evaluated at

0:44

work

0:45

most companies conduct evaluations every

0:47

six months

0:49

some once a year new employees are often

0:53

evaluated within the first three months

## **Work Skill Areas**

0:58

what are the work skill areas that

1:00

employees are evaluated

1:02

it does tend to vary from employer to

1:05

employer

1:05

but some common areas are quality work

1:09

communication teamwork attendance

1:13

dependability and leadership

## **Employee Evaluations**

1:19

here are an example of two employee

1:21

evaluations

1:22

though they look different they do tend

1:25

to measure

1:26

similar work skill areas

## **Benefits**

1:31

so what are the benefits of you

1:33

receiving a positive employee evaluation

1:36

there's quite a few of them you may

1:38

receive a better work schedule

1:40

more hours more desirable job position

1:44

perhaps a promotion and a raise

## **Consequences**

1:50

what are the consequences of a bad

1:52

employee evaluation

1:54

perhaps no raise maybe a demotion

1:58

undesirable schedule or less hours

2:01

a probability of being placed on

2:03

probation

2:05

and worst of all maybe

2:08

being fired what does it mean to be

## **Probation**

2:11

placed on probation

2:13

if you score poorly in one or more areas

2:15

on the eval

2:16

you could be possibly placed on

2:18

probation

2:20

on probation you'll be closely monitored

2:23

and you must make improvements by the

2:25

next eval

2:26

or risk being fired

2:30

what is a review meeting a review

2:32

meeting is when the supervisor meets

2:34

with an employee

2:36

to discuss and go over their job

2:39

performance evaluation

## **Review Meeting Tips**

2:43

there are tips for effectively dealing

2:45

with the review meeting

2:47

by following these tips we'll help you

2:49

lower your anxiety

2:50

as well as improve the outcome of the

2:53

review meeting

2:54

[Music]

## **Prepare Yourself**

2:58

for the first step you're going to want

2:59

to prepare yourself for the review

3:01

meeting

3:02

you can do this by making a list of ways

3:05

you have contributed at work

3:07

then share a few of these things at the

3:09

meeting

## **Develop a Work-Related Goal**

3:13

for the second tip before the review

3:16

meeting

3:16

make sure you develop a work related

3:19

goal you can share with your supervisor

3:21

create a work related goal such as

3:23

learning a new job skill

3:25

or taking on a new job responsibility

## **Remain Positive**

3:32



for tip number three during the review

3:35

meeting

3:35

remain positive look at the feedback

3:39

and constructive criticism as an

3:41

opportunity to become a better

3:43

employee be thankful

3:46

[Music]

## **Ask Questions**

3:49

for the final tip tip four don't be

3:52

afraid to ask

3:53

questions you should ask for advice

3:56

ask how you can improve to be a better

3:58

employee

4:00

ask what you need to do to advance

4:02

within the company

## **Final Thoughts**

4:07

a few final thoughts remember by

4:10

learning what is being evaluated

4:12

is key to being successful in the

4:14

workplace second you need to take action

4:17

learn and perform those skills that are

4:26

measured

4:41

[Music]

(English auto-generated)