

ONERED

RUTGERS EMPLOYEE DEVELOPMENT

OneRED: Rutgers Employee Development has curated a selection of learning resources to help you prepare for Year-End Performance Management.



Rutgers provides free access to LinkedIn Learning for active staff. Leverage the following resources to support Performance Management.

[Giving and Receiving Feedback](#)

[Delivering Employee Feedback](#)

[Having Difficult Conversations: A Guide for Managers](#)

Additional Resources

[TED – The Way We Work: The Secret of Giving Great Feedback](#)

[The Assumptions Employees Make When They Don't Get Feedback](#)

Virtual performance conversations can be just as valuable as in-person conversations. Review these tips and resources for preparing and having those conversations in a virtual environment.

How to Conduct a Virtual Performance Review

- Managers should set up virtual performance reviews with each direct report using one of the platforms listed below:
 - [Skype for Business](#)
 - [Microsoft Teams](#)
 - [Cisco Webex](#)
- Turn on video if possible
- Prepare in advance and practice
- Minimize distractions
- Leverage technology features to enhance discussion (i.e. screen share)
- Stay focused and on topic
- Set ground rules

Tips for Managers Conducting Virtual Performance Reviews

- Pay close attention to what the employee's body language is communicating. Nonverbal cues count!
- Listen carefully
- Encourage two-way dialogue
- Be specific and provide clear examples
- Speak objectively
- Demonstrate empathy
- Always solicit feedback