
Preparing for Remote Performance Reviews for Managers

Columbia University is committed to providing Officers of Administration and Non-Union Support a formal year-end performance review. For a description of the full Performance Management process visit the [HR Manager Toolkit – Workplace Management](#) website page.

Conducting a Successful Review

The goal of the FY21 performance review should summarize key successes, challenges and setbacks throughout the fiscal year. Managers should work toward delivering **balanced, fair and honest** feedback. Consider recent challenges with working remote and living through a global pandemic. It is most helpful to remain positive and focus on future performance.

You may lead a successful remote performance review by following 4 key steps:

1. **Schedule** a performance review meeting with your staff for 30-60 minutes. Consider using an online video meeting format where possible. Increase your **active listening skills**. View a brief 3-minute video describing 4 key steps for active listening skills as shared in the LinkedIn Learning course [Facilitation Skills for Managers and Leaders](#).
2. **Check-In** with School/Department Human Resources leaders on performance review guidelines for your team (e.g., timeframe to conduct reviews, performance scope, etc.)
3. **Prepare** for the review meeting by completing the prep question below. Ask employees to complete the [Remote Performance Review Preparation Form for Staff](#)
4. **Deliver** employee annual performance reviews before the fiscal year end and use key insight for FY22 goal setting and additional emergency contingency planning.

Use the space below to capture performance expectations, metrics, coaching and feedback for work activities and projects established or accomplished July, 2020 – June 2021.

1. Summarize the employee's key goals, projects or significant day-to-day responsibilities?

2. Summarize key **competencies** (knowledge, skills, behaviors) you observed the employee used to accomplish target goals and/or support daily operations? (If applicable)

3. Summarize qualitative results (i.e., accessibility, follow-through, effective communication):
