



Addressing Performance Issues

While it may be difficult or uncomfortable to do, addressing performance issues with an employee is an important component of being a good supervisor. The goal of addressing performance issues is to give the employee the information and resources they need to be successful in their role. This document outlines some tips on how to approach addressing performance issues.

If you are experiencing a serious employment problem with your employee, you have support resources available to you. Please view the [GW Human Resources Policies](#). Get in touch with your department's [HR Representative](#) as well as Student Employment if you would like to speak about the issue and your next steps.

What Is Performance Management?

Performance management refers to the protocols a department or organization has in place to periodically review and assess employee performance. A successful performance management system sets employees up to succeed. It should include clear expectations and guidance so individuals fully understand what is expected out of them. In a performance management system, there is a process of creating a work environment where people are enabled to perform to the best of their abilities.

How To Address Employee Performance Issues

- **Don't Wait:** If you see an employee do something you don't want to see happen again, let them know immediately so that bad habits don't persist.
- **Keep Written Records:** It can help both you and the employee to have concrete notes about what was discussed make notes about the first performance issue discussion and record the results. This may come in handy if there is any future disagreement about either party's actions.
- **Create An Action Plan:** Your goal should be to help the employee improve their performance and succeed in their role. With this in mind, help the employee create an action plan of next steps they can take to improve their performance. Check in with them about these steps on a predetermined follow up date.
- **Don't Make It Personal:** You may be upset, frustrated, or even combative that the employee is not meeting your expectations. In these types of situations, it is crucial that you keep personal feelings from affecting your behavior and how you react to the performance issues.

More Resources:

[Omnia Group: 7 Tips for Addressing Employee Performance Problems](#)

[Monster: Showing Respect When Dealing with Performance Issues](#)

[RDP: 6 Steps To Effectively Address Employee Performance Issues](#)