

Writing Effective End of Year Performance Summaries

Summary:

- Key points to remember about writing performance summaries:
 - Defensible
 - Objective
 - Based on performance
 - Tied to strategic outcomes/results
- Tips for gathering performance data from employees:
 - Request employees to maintain records and customer feedback.
 - Encourage employees to submit this information on an on-going basis (monthly /quarterly). But minimally they should submit an annual statement of accomplishments.
 - Maintain your own records of employee's performance

Information You Need to Know:

Writing year end performance summaries can be a daunting task. However, if you plan ahead this process can be much easier. Ask your employees to submit their accomplishments to you on a regular basis (monthly or quarterly). This way you and the employee is not attempting to remember everything they did at the end of the year. In addition, please remember that the performance summary needs to be: Defensible, objective, based on performance and tied to strategic outcomes/results. Check out the articles below to learn more great tips.

Peer Insight:

We want to hear from you. Do you have any suggestions on how to reward and/or recognize employees? Do you have any tips or best practice ideas? Please share your ideas with ITA at ITABestPractices@trade.gov

At this time there are no best practices from ITA Leaders.

For more information on this topic check out these resources:

Web sites:

[ITA's Performance Management Web site](#)

[DOC's Guide on Writing Employee Accomplishments](#)