



## How to do remote performance reviews using your intranet

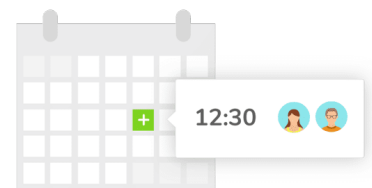
Annual performance reviews have been slowly falling out of favour, with just 54% of companies using them in 2019 according to one study. And as we adapt to new ways of working, now might be the time to retire the annual review altogether.

Even at the best of times, dedicating just one meeting a year to evaluating your staff and providing feedback piles on the pressure to tie things up in just one session. Here's how your intranet can help you transform your staff performance review process.

### Meet frequently, not annually

Evaluating your employees' performance just once a year, especially if they are remote, is unlikely to be helpful or productive. Studies show that frequent one-to-ones and feedback cycles increase staff engagement, so consider scheduling quarterly or even monthly reviews with your team.

Use your intranet calendar to set up a recurring event for regular reviews. These don't need to be set in stone, but just pencilling in these meetings will remind managers and staff that they need to check in and dedicate some time to providing feedback.

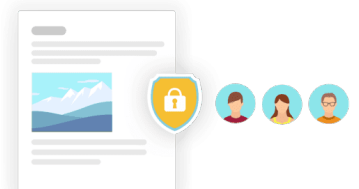


### Adjust what you're evaluating

Whatever your organisation's objectives were pre-pandemic, it's likely that the goalposts have shifted in response to the crisis. This means that you will need to change what you're evaluating when reviewing your staff, since your original goals no longer exist.

Instead, look at your teams' ability to adapt, communicate, and collaborate effectively during such unusual times. But be compassionate too; some staff may understandably be struggling, so be flexible and empathetic in your approach.

To help formalise the new evaluation process, draw up some guidelines and share these with the relevant managers on your intranet's document library or knowledge base.

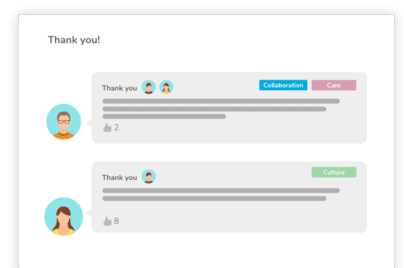


### Create a culture of constant feedback

Don't wait until a formal performance review to give your staff feedback; chances are it will be out-of-date and out-of-context by then.

Instead, build a culture of constant and constructive feedback that's delivered as soon as it's needed. You could use your intranet's thank you app to give staff instant kudos, or @mention them on a news article to recognise their contributions. If the feedback is more in-depth or particularly sensitive, schedule a quick video call to discuss it privately.

Ultimately, real-time feedback like this will be much more valuable, giving employees clarity and the opportunity to iron out any issues early on.



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