

How to Do Performance Reviews the Right Way



*A Glenn Shepard
Signature Series
Masterclass*

June 11, 2026
10:00 - 11:00 AM Central

LEARNING GUIDE

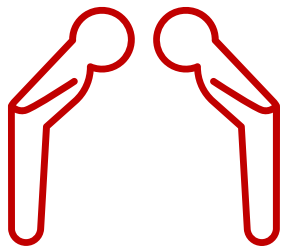


Why You Need to Do Them... Even If You Hate Them



1. To fight the _____
_____.

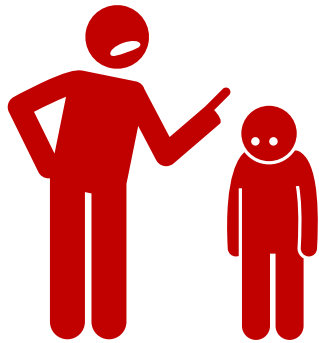
Why You Need to Do Them... Even If You Hate Them



2. To reinforce your

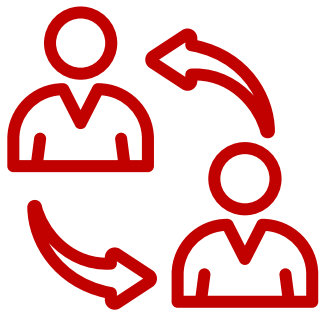
_____ and gain _____.

Why You Need to Do Them... Even If You Hate Them



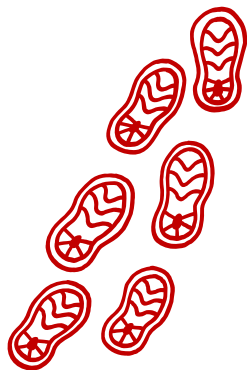
3. To reduce _____
_____.

Why You Need to Do Them... Even If You Hate Them



4. To reduce _____.

Why You Need to Do Them... Even If You Hate Them



5. To create a

Why You Need a Paper Trail More than You Know



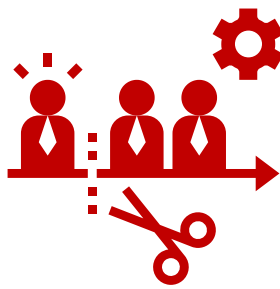
1. _____

Why You Need a Paper Trail More than You Know



2. To prevent _____.

Why You Need a Paper Trail More than You Know



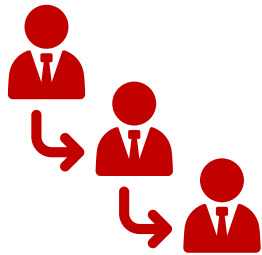
3. _____

Why You Need a Paper Trail More than You Know



4. _____

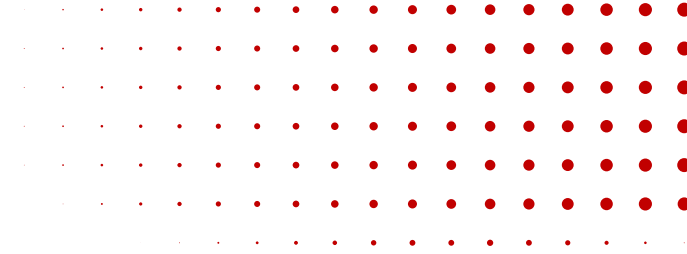
Who Should Give Them?



The manager or supervisor who's

When Should You Give Them?



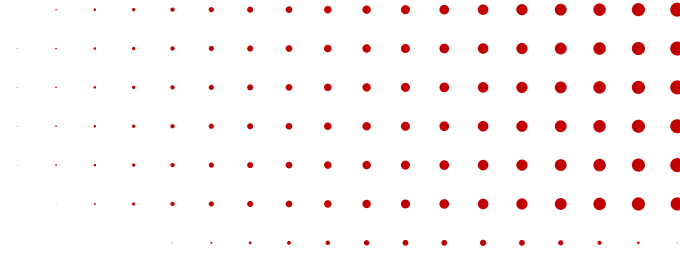


What Type to Use

1. _____

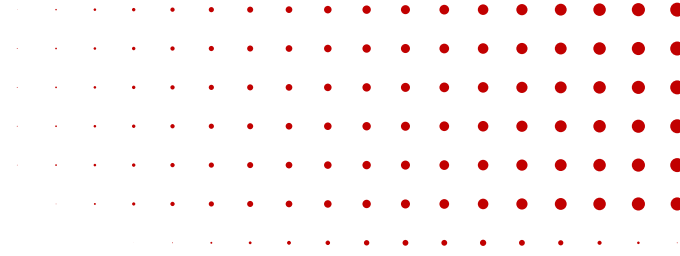
2. _____

3. _____



The Benefit of a Broad Scale

Employee #3	100
Employee #2	90
Employee #1	80
	70
	60
	50



The Benefit of a Broad Scale

Employee #3	5
Employee #2	4
Employee #1	3
	2
	1

Step 1

A. Pull out the _____



B. Fill out _____

C. Submit to _____

Step 2

Meet in a _____

_____.



Step 3

(The Most Important Step)

Have your employee
fill out a

_____.

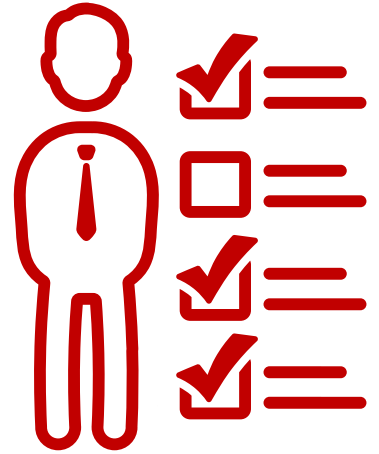


Step 4

A. Reveal your _____

B. Have your employee
set _____
for the next period.

C. Have your employee
_____.



The Three Most Common Mistakes Managers Make with Performance Evals



1. _____
2. _____
3. _____

Legal Tips



1. _____

2. _____

3. _____

4. _____

5. _____

Sample Employment-at- Will Verbiage



**LEGAL DISCLAIMER: DO NOT USE THIS VERBATIM.
HAVE YOUR ATTORNEY REVIEW IT FIRST AND MAKE
ANY EDITS OR ADJUSTMENTS THEY DEEM FIT.**

"This performance evaluation is provided for informational purposes only and does not create a contract of employment.

[Company Name] and Employee acknowledge that this employment relationship is at-will, meaning that either party may terminate the relationship at any time, with or without cause or notice.

This evaluation does not guarantee continued employment or imply any specific duration of employment.

Any statements, promises, or representations to the contrary, whether made orally or in writing, are not binding on the Company unless expressly agreed to in a separate written agreement signed by an authorized representative of the Company."

Congratulations!

You have now completed this SHRM accredited Masterclass and have earned Professional Continuing Education credit for it.

If you would like a certificate of completion with your name on it, email rebecca@glennshepard.com.