***Performance Management Quick Reference Sheet***

**Tips for writing effective comments**

Comments in a performance agreement are a permanent record that reflects not only on the employee’s performance but also on the supervisor/manager who wrote them. They should be written professionally, objectively and constructively.

**The comments should address:**

* How well the employee performed the assigned work objectives, as measured against the performance indicators;
* How frequently (or regularly or consistently) the employee demonstrated core competencies, through observed effective behaviours;
* Areas of performance that improved over the assessment period; and
* Areas of performance that might need further improvement.

**The comments should:**

* Be objective;
* Be consistent with ongoing feedback;
* Be comprehensive;
* Be factual;
* Be specific; and
* End on a positive note.

To help you in writing effective comments and for examples, please go to the step 4 of the [Assessing Performance and Determining Employee Ratings](http://intranet.canada.ca/hr-rh/ptm-grt/pm-gr/pmc-dgr/asses-eval-eng.asp) on the TBS Web site.

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