



Conducting Annual Employee Reviews

SEHG-SV-5556 · Business · approx. 1 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Any great boss will tell you that employee reviews are a cornerstone for having happy and productive employees. Employees need to know what their strengths and weaknesses are. Once an employee understands their performance, you and the employee can take steps to improve their weaknesses.

Supervisors and Managers course: Conducting Annual Employee Reviews.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Understand the process of conducting an annual review
- Determine the categories for an annual review
- Know the mistakes managers make during an annual review
- Understand the concept of pay for performance
- Know how to tie employee compensation to firm-wide returns
- Know the value of employee communication

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 0 instructional videos — 0 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — How to Conduct Annual Reviews**
 - Develop the Process
 - Set Benchmarks Early
 - Agreement With Set Benchmarks
 - Hold an Effective Meeting
- **Module 3 — Categories for Annual Review I**

- Company Mission and Values
- Customer Service and Quality Control
- Problem - Solving/Judgment
- Production
- **Module 4 — Categories for Annual Review II**
 - Work Style
 - Resource Management
 - Communications Skills
 - Teamwork
- **Module 5 — Common Mistakes Managers Make When Conducting Employee Reviews (I)**
 - Contrast Effect
 - Similar-to-me Effect
 - Halo (or Horn) Effect
 - Central Tendency
- **Module 6 — Common Mistakes Managers Make When Conducting Employee Reviews (II)**
 - Leniency/Desire to Please
 - First Impression Bias
 - Rater Bias
 - Recency Effect
- **Module 7 — Successful Tips for Concept of Pay for Performance**
 - No Surprises
 - Focus on the Basics
 - Show Clear Disparity
 - One for All and All for One
- **Module 8 — How to Tie Employee Compensation to Firm-Wide Returns**
 - Set Quarterly Revenue Target
 - Set Employee Goal
 - Conduct Quarterly Reviews
 - Pay Out Quarterly
- **Module 9 — How to Communicate Employee Expectations Effectively**
 - Have Regular Conversations
 - State What's Working
 - Be Honest
 - Provide Mentoring
- **Module 10 — Meaningful Questions to Gauge Employee Happiness (I)**
 - Ask Questions Frequently
 - How Transparent is Management?
 - Rate Quality of Facility?
 - Contributing Factors to Work Easier?
- **Module 11 — Meaningful Questions to Gauge Employee Happiness (II)**
 - What Makes You Productive?
 - Recognition?
 - Opportunities to Grow and Advance?
 - Confidence in Leadership?
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
 The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-SV-5556 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.