



Performance Reviews (HBR 20-Minute Manager Series)

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Conducting performance reviews can be stressful. But these conversations are critical to your employees' development, allowing you to formally communicate with them about their accomplishments relative to their goals. *Performance Reviews* guides you through the basics. You'll learn to:

- Gather and analyze the right information
- Document your assessment
- Address performance problems
- Set challenging goals

About HBR's 20-Minute Manager Series:

Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic.

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