The following is suggested email text for announcing the Performance Appraisal Café. Feel free to customize the invitation for your organization. For any bracketed text […], insert text appropriate to your organization and the Café you plan to offer.

**Performance Appraisal**

Subject: Harvard ManageMentor Performance Appraisal Café

As a manager, one of your most important duties is to evaluate your employees’ performance. However, it’s no secret that many employees and managers dread performance appraisals. The good news is that by approaching the review process as a partnership with your direct reports, you can develop an approach to appraisal and improvement that reduces the anxiety while improving the outcomes for all.

To improve your effectiveness throughout the performance appraisal process, join us for a Performance Appraisal Café session, a learning opportunity sponsored by [sponsor] and based on material from Harvard ManageMentor. The Café will be led by [facilitator name and job title]. This hour-long session is scheduled for [date, time, web conference information or location]. The Café will help you to identify and apply performance appraisal best practices, evaluate and discuss performance objectively, and orient the feedback you provide to your direct reports toward action.

Before attending the Café, please complete the following four lessons and the online assessment in the Harvard ManageMentor Performance Appraisal topic [LINK to Harvard ManageMentor Performance Appraisal topic]:

* Why Conduct Performance Appraisals?
* Prepare for a Performance Appraisal Meeting
* Conduct a Performance Appraisal Meeting
* Monitor an Employee’s Progress

In addition, please complete and have available the following:

* Complete the tool “Worksheet for Preparing Performance Appraisal Feedback” in the “Prepare for a Performance Appraisal Meeting” lesson of the Harvard ManageMentor Performance Appraisal topic.
* Complete the practice assessment “How Well Do You Conduct Appraisals?” in the “Conduct a Performance Appraisal Meeting” lesson of the Harvard ManageMentor Performance Appraisal topic.

Please feel free to contact [sponsor] if you have any questions about the pre-work assignment or the Café session.

Thank you. We hope to see you on [DATE],

[NAME OF PERSON OR GROUP SENDING THE EMAIL]