

Tools for the Performance Evaluation

Be Prepared

Be Professional

Be Objective

Be Honest

Preparing for the Evaluation

Remember that the performance evaluation is an opportunity for growth, learning, and improvement. Also remember that it is an evaluation, not an affirmation. Be prepared for objective, honest feedback and be ready and willing to use it in a positive way. Use the attached worksheet to gather your thoughts and plan effectively.

- Assess what you already know. Look at your job description, your self-assessment, past evaluations.
- Review the past year, thinking about your projects, accomplishments, committees, etc.
- Think about how you can communicate your contributions.
- When reviewing your goals and accomplishments, be specific. Prepare several examples of times when you fulfilled or exceeded expectations, and of initiatives taken and challenges overcome.

During the Evaluation

- Be prepared to hear things that you don't want to hear.
- Acknowledge the points that are correct.
- Don't be defensive.
- Don't just sit back and listen, ask questions to clarify.
- Ask for specific examples of how you could have improved performance.
- If expectations are not clear, ask for specifics. ("You say that you want me to provide you with more detail on my daily work. Tell me what that would look like to you.")
- When you hear something negative, first stop and think objectively. Is there any truth in it?
 - "Mary does her job effectively but seldom initiates new projects or ideas on her own."
 - Stop. Think objectively.
 - If you agree that it might be true, ask for examples of projects, what does initiative look like?
 - If you don't agree, give examples of times when you showed initiative.

After the Evaluation

Signing the evaluation form does not mean that you agree on everything in the evaluation, it simply acknowledges that you and your supervisor reviewed and discussed the form and its contents.

If you have a disagreement that cannot be resolved with discussion, or if you feel that you have not been evaluated fairly, you can write an addendum to the evaluation form. Put your position in writing, including specific examples and documentation. It will be attached to the evaluation form in your employee file.

At the end of the meeting, talk about how you will follow up throughout the year. Some options include a six-month mini review, monthly progress reports, or even weekly updates. Planning for next year's evaluation will help you stay on top of expectations and progress and avoid surprises or a negative review down the road.