

Employee Preparation Guidelines for the Performance Management Review

The annual Performance Management Review is part of an ongoing, interactive process between you and your supervisor. Performance management conversations should take place throughout the year, with both your supervisor's and your input as integral parts of the process.

While your supervisor is responsible for writing your annual review and meeting with you to discuss it, the process will be more productive and helpful if you prepare in advance.

The guidelines that follow may assist you in preparing for your annual written performance review and conversation:

NOW: Please see all related documents available in the folder: Common/2012 Performance Management Reviews; and in the Staff section of the website

- Familiarize yourself with the Performance Management Review form . It includes the criteria by which you will be evaluated.

- Review your job description so you understand the duties and responsibilities required of the position. The Business Office will provide the employee job descriptions.

- Be proactive in providing information for and participating in your annual performance management review. Offer to provide information for your written review, and be prepared to discuss your accomplishments, challenges, successes, and concerns.

- Be prepared to discuss future goals and training needs so you and your supervisor come to an agreement and you share the same expectations. Also be prepared to discuss skills and competencies you would like to develop.

IN THE FUTURE

- Check in throughout the year . If you don't know how you are doing, ask. If things are going well, fine; but if something is not going well, you can begin to take steps to correct it.

- Keep a written record in a log or report. Having a written record of what you have accomplished, what projects you have worked on, and what you have done with time and other resources provides substance for your written review and what you have done with time and other resources provides substance for your written review and performance conversation. Quantify your information, whenever possible.

Consider each of the following questions and respond:

1. What successes have you had since your last review?

2. What specific results did you achieve during this period?

3. What obstacles have you encountered in your work? Why did these obstacles arise? What can you do about them? Consider communications issues as well.

4. Do you have the necessary resources to perform productively? What additional resources do you think can help you?

5. Is there any training or professional development you can do that can help you to work more effectively? What resources are needed to accomplish this?

6. What are your supervisor's or department's goals? How can you help to achieve these goals?
