All-Staff Performance Appraisal Series

Part 1 | Self Appraisals

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Word Cloud

When you hear "Performance Appraisals," what are your first thoughts, reactions, emotions, etc.

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Foundations

What is a self appraisal?

- An opportunity for you to reflect on and characterize your performance

What should I include in my self appraisal?

- Achievements and accomplishments

- Concrete examples, data, and metrics that showcase your achievements

- Challenges, mistakes, and/or setbacks you encountered

- Goals and aspirations

- Support and/or resources you need to improve or reach the next level

When do I complete my self appraisal?

- April 10 – 28

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Purpose

How is my self appraisal used?

- Supervisors review employee self appraisals before drafting and delivering performance evaluations

Why are performance appraisals valuable?

- Helps you reflect and prepare for your performance check-in

- Helps your supervisor better understand your contributions and challenges

- Serves as a conversation starter for your performance check-in

- Helps align your goals with those of your organization

- Helps clearly focus your career objectives

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Honest & Accurate

Barriers to Accuracy

Self Serving Bias
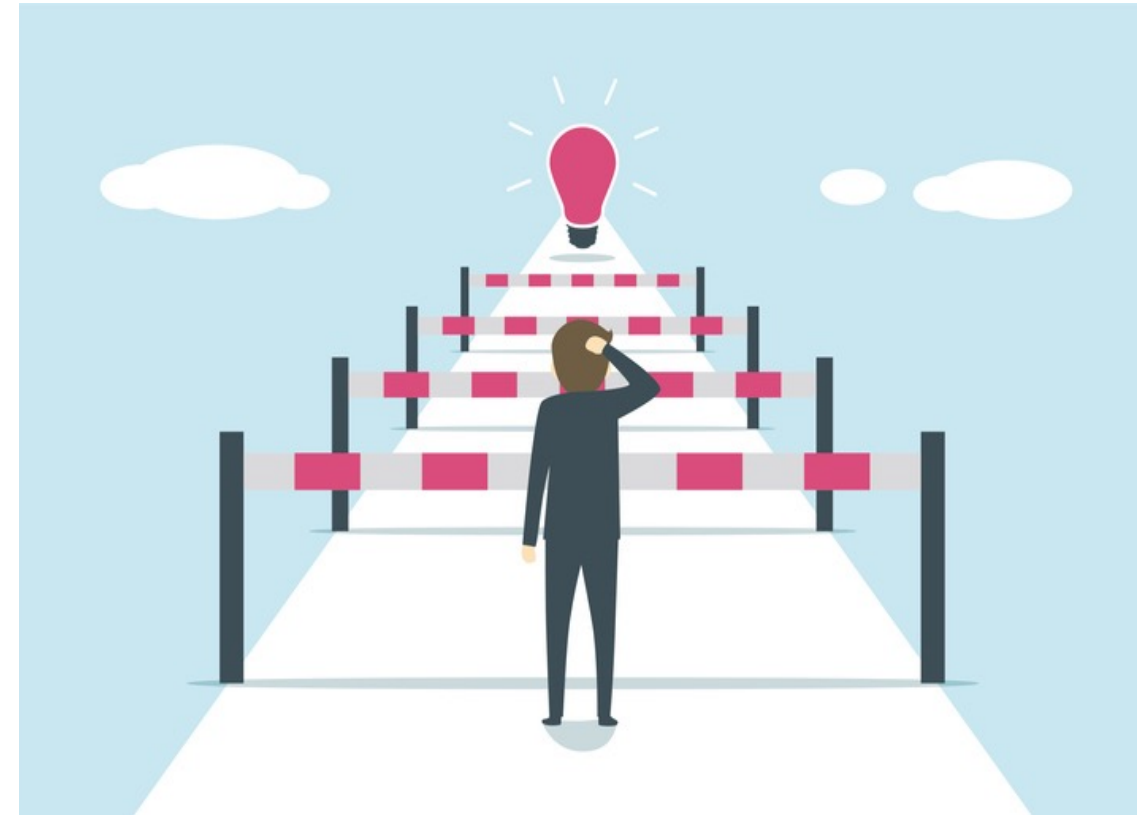
Horns/Halo Effect

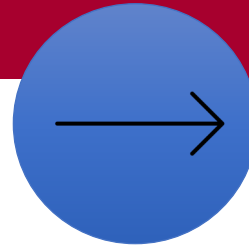Idiosyncratic effect

Central tendency

Recency bias

Fixed mindset

Misunderstanding the rating scale

Mindset Matters

VS

Growth Mindset

- Basic qualities are things you can cultivate

- Intelligence and talents can be developed over time

- The hand you're dealt is the starting point for development

- You are passionate about stretching yourself

Fixed Mindset

- Basic qualities are innate, fixed, you are what you are

- Everyone has a certain amount of intelligence and talents

- This is the hand you've been dealt – it is what it is

- You are constantly trying to prove yourself and avoid failure

Growth Mindset

...inspired by others success

Growth
(leads to a desire to learn)

...learn from criticism

Success for others

...see efforts as the path to mastery

Criticism

...persist in the face of setbacks

Effort

...embrace challenges

Fixed
(feeling the need to always look skilled)

Obstacles

Challenges

...avoid challenges

...gives up easily

...see effort as fruitless

...feedback is a personal attack

...threatened by the success of others

Mindset Matters

	Growth Mindset	Fixed Mindset
Critique	- Welcomed, sought out - Seen as an opportunity for growth - Thinks "what changes am I willing to make in order to be more effective?"	- Responds with denial, excuses, or blame - Seen as a personal attack - Thinks "this is the way I am and I'm not good enough"
Praise	- Results in motivation to continue growing, trying new things, and taking on new challenges - Thinks "ok, I've got this down, what's next, how can I continue to grow"	- Results in contentment - Thinks "ok, I'm good at this, I'll stick to this"

What is the rating scale?

1 – Needs Improvement

- Does not consistently meet all expectations
- Additional direction and support is required

1.5 – Reliably Delivers

- Consistently meets expectations
- Frequently needs additional direction and support beyond what would be expected in the role

2 – Reliably Delivers

- Consistently meets expectations
- Might exceed some expectations
- Requires little to no additional direction to achieve established responsibilities

2.5 – Reliably Delivers

- Frequently delivers beyond that which would be expected in the role

3 – Consistently Exceeds

- Consistently exceeds or delivers beyond expectations
- Influences others to perform better

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Helpful Tips

- Add comments and examples!!!

- Refer back to the scale definitions

- Decouple rating scale from A, B, C grading scale

- Compare your work to job expectations

- Consider your contributions to overall department goals and success

- Reflect on growth

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Resources | https://www.umsystem.edu/ums/hr/performance-evaluation-resources

HR Home
About the Office
QUICK LINKS
AskHR portal
Careers
Compliance and Regulatory Training
Employee Assistance Program
Executive Searches
Integrity and Accountability Hotline
HR Forms
HR Policy Manual
HR Service Center
Leave Program Changes
myHR
Performance Check-Ins
Transformation Management

Staff Advisory Council

ePerformance Progress Check-Ins

To encourage continuous growth, the university has implemented a review process that includes two Performance Check-Ins per year. Both check-ins will provide employees and managers a chance to discuss recent efforts, goals and opportunities for growth. Employees and managers will also share mutual feedback and plan for the months ahead. Progress Check-Ins are just one step in the continuous process of improving the way our university functions. You can learn more about the Progress Check-In process as well as get access to resources below.

Click on a **header** to expand the selection and uncover additional information.

Annual Progress Check-In calendar	>
Overview of the process	>
Rating scale	>
Providing valuable feedback	>
Resources	⌄

Building a Performance Culture Training

Staff and managers can access the Building a Performance Culture training module to learn about how our university can work together toward build a culture that emphasizes consistent communication and accountability. This training is designed to help staff and managers understand how to:

• Develop shared responsibility between managers and employee
• Understand the importance of feedback, both positive and development
• Reflect on what you've learned and apply it to the Progress Check-In process

Employees

Log in to the Percipio online training tool with your normal University ID and password to view the

Managers

Log in to the Percipio online training tool with your normal University ID and password to view the

Employees

Log in to the Percipio online training tool with your normal University ID and password to view the following tutorials:

Self-Review

• Access pending tasks in myHR
• Progress check-in fillable form
• Preparing for a Performance Appraisal (3 minutes)
• Success factors and other competency models

Employee/Manager Progress Check-Ins

• Presenting Your Accomplishments at an Appraisal (3 minutes)
• Seeing Negative Feedback as Caring (3 minutes)
• Goal Setting Tips, S.M.A.R.T. goals (PDF)

Employee Comments (optional) and Sign Off

• Developing a Growth Mindset (16 minutes)

Technical Instructions

Employees and managers can access step-by-step technical instructions using the ePerformance Quick Reference Guide (PDF).

Questions?

What are your takeaway message(s) from today's session and/or what lingering questions do you have?

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For Next Year . . .

Keep an ongoing list throughout the year

Attend professional development classes

Seek out feedback

Clarify expectations

Open to new challenges/opportunities/changes

Up next in this series

Part 2 – Understanding the Process
Wednesday, May 3, from 2 – 2:45 pm CT
Tuesday, May 9, from 10 – 10:45am CT

Part 3 – Approaching Feedback
Tuesday, May 23, from 10 – 11am CT
Monday, June 5, from 1 – 2pm CT

Part 4 – What Now?
Tuesday, June 20, from 10:30 – 11:30 am CT
Monday, June 26, from 2 – 3pm CT

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