All Staff Performance Appraisal Series

Part 4 | What Now?
Timeline

April 10 – April 28
Self Appraisals

April 28 – May 16
Supervisors Draft Ratings

May 22 – June 2
Calibration

June 5 – June 16
Performance Check-Ins

June 16
Evaluations Submitted

June 30
Employees Acknowledge Receipt

July 1
New Cycle Begins

Employees Acknowledge Receipt

June 16
Evaluations Submitted

June 5 – June 16
Performance Check-Ins

May 22 – June 2
Calibration

April 28 – May 16
Supervisors Draft Ratings

April 10 – April 28
Self Appraisals
**What Now?**

What can I do if I disagree with my evaluation?

- Still acknowledge receipt – you can acknowledge receipt without acknowledging agreement
- Feel free to use the comment box – your supervisor will be able to view your comments
- Schedule a follow up meeting to seek further understanding – but please note, this is not an opportunity to negotiate your evaluation
  - Ask clarifying questions
  - Ask where the feedback is coming from & where it’s leading to
- Find what is useful and helpful, continue reflecting and engaging
- Start laying the foundation for next year
Reflect & Engage

• I’m I understanding and correctly interpreting the rating scale?

• Do my supervisor and I have a different perceptions of my performance?

• Do my supervisor and I have different understandings of my job expectations?

• Could my interpretation of my supervisor’s evaluation be colored by relationship or role tension? (ie. perceived lack of appreciation or trust, different pressures, different focus)

• Have things changed from previous years? (ie. promotions, new supervisor, etc.)

• Could my supervisor be touching on an area that is a blind spot for me?
Do I need to correct, grow, or look for career advancement opportunities

1 – Needs Improvement
- Does not consistently meet all expectations
- Additional direction and support is required

1.5 – Reliably Delivers
- Consistently meets expectations
- Sometimes needs additional direction and support beyond what would be expected in the role

2 – Reliably Delivers
- Consistently meets expectations and 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
Correct

Responding to a PIP, Letter of Expectation, and/or Action Plan
• Remember that improvement is the goal of these tools

Productive Questions to Ask:
• How can I take ownership of my professional development process?
• What changes am I being asked to make?
• What changes am I willing to make?
• How can I change perceptions?
• What training and support do I need?
• Who can help me with this?
Grow

Productive Questions to Ask:
• How can I exceed expectations more consistently?
• Where are the gaps or needs of the unit that I can help fill?
• How can I increase my capacity?
• How can I grow and improve?
• How do I take the quality of my work to the next level?
• What does exceeding this particular expectation look like?
• How can I bring others with me?
• What training and/or resources do I need to take my work up a notch?
• What experiences do I need to prepare me for the future?
Promote

Productive Questions to Ask:

• What are my opportunities for career advancement?
• What might my career pathway look like?
• What are my long term career goals?
• What would be the next step or next move on my career path?
• What experiences or challenges can I take now to get where I want to go?
• What skills do I need to further develop in order to advance in my field?
Goal Setting

Schedule a goal setting conversation with your supervisor
- Ask for the meeting or ask if it can be built into a monthly/weekly check in
- Come prepared with your goal proposals, potential metrics, and a time for delivery
- Make sure your personal goals align with the unit/department/college/organizational goals

<table>
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<tr>
<th>Personal goal proposal</th>
<th>How it fits into the unit goals</th>
<th>Metric/I’ll know it’s accomplished when...</th>
<th>Timeline/when it can be completed</th>
<th>Resources/here’s what I need to accomplish it</th>
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The next eval cycle starts now

Don’t Wait! Now is the time to…

• Gain clarity on your job expectations
• Set goals and metrics
• Start tracking your accomplishments and your progress toward your goals
• Take on new challenges, projects, and opportunities
• Seek out training and professional development
• Start using monthly check-ins to discuss expectations, performance, and progress
Parting Thoughts

You get out what you put in

Control what you can control

Regardless of your score, GROW