

# All Staff Performance Appraisal Series

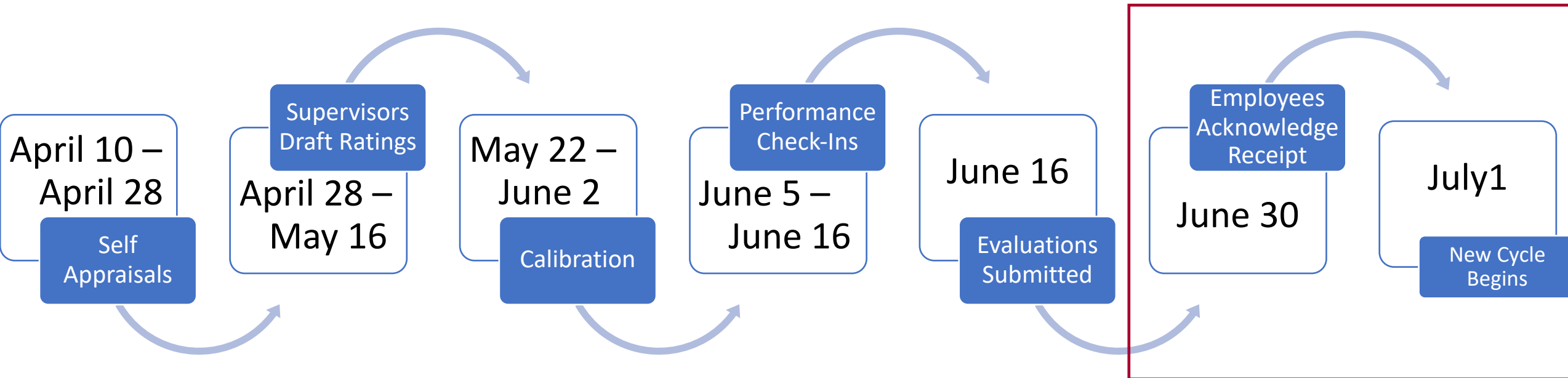
Part 4 | What Now?



**UMSL** | We transform  
**LIVES**

UNIVERSITY OF MISSOURI-ST. LOUIS

# Timeline



# 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

Correct

## 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

Grow

Promote

# 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

Personal goal proposal	How it fits into the unit goals	Metric/I'll know it's accomplished when...	Timeline/when it can be completed	Resources/here's what I need to accomplish it
1.				
2.				
3.				

# 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