

# PERFORMANCE EVALUATIONS

## EVALUATION STEPS

*Performance evaluations benefit both the employee and the employer and are one of the most important communication tools an organization can use. Evaluations are a time to provide feedback, recognize quality performance, and set expectations for future job performance.*



### STEP ONE: Orientation

Hold a team meeting to explain the performance evaluation process, making sure to cover:

- ☒ Competencies
- ☒ Rubrics
- ☒ Timelines
- ☒ Milestone Dates
- ☒ Department/School Norms and Values
- ☒ Performance Expectations
- ☒ Appropriate Evidence for Department/School



### STEP TWO: Goal Setting

Meet with individual team members to discuss job expectations, setting clear goals that include:

- ☒ Performance Objectives
- ☒ Manager Supports
- ☒ Measures of Success
- ☒ Implementation Deadlines

Make sure that your  
GOALS are . .

**S**pecific

**M**easurable

**A**ttainable

**R**ealistic

**T**imely



### STEP THREE: Evaluation Conference

Meet with each team member midway through the year to review performance to date

- ☒ Employee completes self-rating
- ☒ Employer rates competencies
- ☒ Identify weaknesses and strengths



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## EVALUATION STEPS (cont)



### STEP FOUR:

#### End of Year Evaluation

Meet with each team member to review performance, objectives, and goals.

- ☑ Employee reviews Job Description and Competencies
- ☑ Employee completes self-rating
- ☑ Supervisor and employee discuss employee's job performance objectives, goal attainment and competency ratings with written feedback
- ☑ Evaluation is signed by supervisor and employee, then submitted to the Department of Human Resources

### HINT!

Self-ratings should include both ratings and evidence



### REMEMBER . . .

An employee's goals and objectives should be set through a collaborative approach, combining district goals with the employee's individual goals to provide a tailored menu of timelines, priorities, and performance objectives

