

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



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

Make sure that your
GOALS are . .

Specific

Measurable

Attainable

Realistic

Timely



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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

