Self-Assessment (Evaluation) in the Performance Review Process

Tools for Employees
Purpose of Performance Evaluations

- A means of constructively analyzing the efforts of individuals.

- A means of determining where improvement is necessary.

- A procedure by which communication is enhanced, thus providing a forum for the guidance, and counseling to promote the growth of staff members.
All employees have a basic need to know the following:

- What is expected of me?
- What are the responsibilities of my role?
- How does my role contribute to UNH priorities?
- What authority do I have?
- Are there any consequences I need to be aware of?
- How will I know if I am doing it right? Doing it well?
- What support can I expect from my supervisor?
- What do I need to do to improve?
- Do I have a chance for advancement?
Understanding Your Role in Performance Assessment

- View performance assessments as an opportunity to showcase your accomplishments.
- Be an active contributor to the process.
- Take responsibility for our own performance and professional development.
- Opportunity to link department goals with your professional development plan.
How Can I Benefit from a Performance Assessment?

- Formal process to stop and take stock of how you are doing
- An opportunity to clarify responsibilities & expectations
- Improve work performance
- An opportunity to seek “growth” assignments
- To communicate professional development opportunities
Preparing for Your Performance Assessment

☐ Using your past performance evaluations, PDQ and/or job description & your performance log listing professional development activities, work accomplishments, projects & initiatives you have completed prepare your self-assessment

☐ Cite specific achievements and the value they added to your department’s mission. Quantify them whenever possible. Think results, not just activities
Preparing for Your Performance Assessment (cont…)

- Objectively review strengths and weaknesses, candidly admitting when things went wrong
- Identify areas needing improvement & develop a plan for improving them. Include what you need from your supervisor to help you improve
- Identify personal and professional goals for next year linking them to your dept’s strategic plan
Self Assessment Goals

- Align performance and developmental goals to the University’s Academic Plan and departmental goals.

- Focus on skills and knowledge acquisition which directly support these goals.

- All employees and their managers should mutually develop and agree on goals.
Clear Goals are SMART Goals

S = Specific outcomes
M = Measurable (How? How often? How well?)
A = Attainable
R = Relevant to the department & employee
T = Timeline for accomplishment
Goal Setting Example

- SMART Goals
  - Specific, measurable, attainable, realistic, time bound
  - Professional and Performance Goal: To increase knowledge of managing difficult customers in the educational environment by attending 1-2 classes on difficult customers. Classes to be completed by end of the calendar year.
Think about Your Past Evaluations

- Was your preparation adequate?
- Did you or your supervisor receive any surprises?
- How could you have done better?
- Do you feel satisfied with the sessions?
- Did you learn any lessons? How can you apply them in the future?
How to Manage the Review Meeting

- Sell yourself. Document your achievements over the course of the year.
- Set joint expectations and goals.
- Be proactive. Ask your supervisor for a progress check in six months.
Receiving Feedback

- Get ready to listen….stay focused.
- Listen for the whole message.
- Seek first to understand. Ask questions for clarification.
- Take notes.
- Use open body language -- lean forward, maintain eye contact.
- Seek specific, descriptive examples of incidents, trends.
- Paraphrase your understanding of what you heard.
- Ask for areas for improvement/growth and seek resources.
- Accept praise graciously….don’t deny it.
Managing Your Relationship with Your Supervisor

- Look at things from your supervisor’s perspective as well.
- If your supervisor says *no*, ask what’s needed to move forward and how you can help.
- Propose solutions.
- Include your supervisor’s goals when presenting ideas.
- Take initiative; be proactive.
- Communicate your needs clearly.
- Keep your supervisor informed….no surprises.
Managing Your Relationship with Your Supervisor (cont’d)

- Monitor progress of your work.
- Seek feedback often.
- Build trust.
- Be aware of your supervisor’s values, priorities, and hot buttons.

Working well with your supervisor results in building trust!