QUICK REFERENCE LIST FOR USE WHILE EVALUATING EMPLOYEE PERFORMANCE

Do:

• Interact with the employee before evaluating - s/he knows the job more intimately than you do and can give information essential to the evaluation

• Encourage the employee to self-evaluate - and incorporate his/her perspective into your evaluation

• Consider the appropriate time for discussing the evaluation - make an appointment with the employee at the time best for him/her (based on factors such as workload and personality)

• Show appreciation - thank the employee for his/her efforts even when improvements are needed

• Give concrete examples - employees can continue improving if they know exactly what you are looking for; “what gets noticed gets done”

• Provide the “big picture” - reveal what the future of the campus and/or department looks like and how the employee can best contribute to that future

• Provide measurable goals - and agree on a timeline for checking on the employee’s progress

• Discuss growth opportunities - coach the employee toward professional development and promotional options

Don’t:

• Be trapped by the “halo effect” - consider the entire evaluation period and not just the last few days or weeks; avoid too much focus on a single event; don’t assume that because the employee is competent in one area s/he will be competent across-the-board

• Resort to personal comments - evaluate the employee’s performance only

• Use the words “always” or “never” - such qualifiers are unlikely to be true and can open unnecessary arguments

• Surprise the employee - the annual evaluation is merely the official record of your consistent, ongoing performance discussions with the employee throughout the year

• Forget to use resources available to you:

  ✓ Request feedback about the employee from other departments/managers who depend on your employee’s work product

  ✓ Word choices, editing, and troubleshooting are a phone call away. Consult with Tamberly Petrovich, Director of Employee Relations - ext. 4137, for assistance