



Appraisee's Role In The Performance Review



Employee's Role

Employee's Role in Performance Assessment

- View performance assessments as an opportunity to showcase your accomplishments
- Be an active contributor to the process
- Take responsibility for your own performance and professional development
- Opportunity to link department goals with your professional development plan



Preparation

Preparing For The Performance Review:

- Review your past performance assessments, job description, performance log listing, professional development activities, key job assignments, work accomplishments, projects, and initiatives you have completed
- Cite specific achievements and the value added to your department's mission. Quantify them whenever possible. Think results, not just activities.
- Objectively review strengths and weaknesses, candidly admitting when things went wrong
- Identify areas needing improvement and develop a plan for improving them. Include what you need from your supervisor to help you improve
- Identify professional goals for next year linking them to your department's strategic plan.



Planning

Preparing For The Performance Review:

- Develop your own plan to realize your performance potential. DON'T WAIT, DO INITIATE
- Develop your personal goals and objectives. How will you add value to your department?
- SMART* goals are: Specific, Measurable, Agreed Upon, Realistic, and Timely
- Job skills are necessary, but not sufficient for management of performance and professional development
- Enhance your ability to perform within a higher ordered value system



Clear Goals

Clear Goals are SMART Goals:

- S = Specific outcomes
- M = Measurable (How often? How well?)
- A = Attainable and Agreed upon
- R = Relevant and Realistic to the department and employee
- T = Timeline for accomplishment; be Timely



SMART Goal

Example of SMART GOAL:

Performance Goal: To compile a report and conduct an analysis of number of bugs fixed or completion of the development task within the specified deadline

Professional Development Goal: To increase knowledge of handling or managing different situation by attending specified skill improvement sessions. Classes to be completed by end of the calendar year.



Manage Review Meeting

How to Manage the Review Meeting

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



Take Charge

Take Charge Of Your Performance Assessment

Take responsibility

- Clarify your supervisor's expectations (be specific and provide data)
- Solicit feedback (for better clarity)
- Practice receiving feedback (to avoid getting perturbed, all individuals has different approach providing feedback)



Take Charge

Manage your frame of mind

- View feedback as an opportunity to gain useful information
- Assume the best intentions

Prepare your personal strategy

- Do a self-assessment
- Try to predict what the appraiser will say
- Rehearse responses to anticipated feedback
- Don't take criticism personally

Consider your meeting behavior

- Ask for specifics
- Avoid being defensive



Take Charge

Manage your frame of mind

- View feedback as an opportunity to gain useful information
- Assume the best intentions

Prepare your personal strategy

- Do a self-assessment
- Try to predict what the appraiser will say
- Rehearse responses to anticipated feedback
- Don't take criticism personally

Consider your meeting behavior

- Ask for specifics
- Avoid being defensive



Self-Assessment and Past Assessment

Self-Assessment Goals

- Align performance and developmental goals to the professional plan and business goals
- Focus on skills and knowledge acquisition, which directly support these goals
- All employees and their managers should mutually develop and agree on goals

Think About Your Past Assessments

- 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?



Receiving Feedback

- Get ready to listen....stay focused and don't interrupt
- Listen for the whole message, hearing before evaluating
- Seek first to understand. Ask questions for clarification.
- Take notes.
- Use open body language -- lean forward, 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



Negative Feedback

Accepting Negative Feedback

- Listen without interrupting and have a neutral facial expression
- Be willing to hear what is being said
- Ask questions to clarify exactly what you did incorrectly
- Recognize the courage it took your supervisor to give you the feedback
- If asked, summarize your understanding of the issues
- If you feel emotionally able to discuss the issues calmly, state your thoughts
- If you feel the issues are especially volatile, continue the discussion later



Negotiate...

Negotiating *Changes* in your Performance Assessment

- Maintain poise
- Disagree diplomatically. Use “I” messages instead of “You” messages
- Be prepared to sell advantages
- What’s in it for your supervisor
- What’s in it for the department/organization
- What are the potential “costs” of not making the change(s)



Summary...

- The performance assessment process can be a valuable opportunity to continually enhance job performance and professional development
- Take responsibility for your performance. We no longer own our jobs. We need to continually learn and develop professionally to add value.
- Define competencies and goals with your supervisor
- Consider your personal strategy and preparation
- Sell yourself!!
- Learn to receive feedback; be a good listener, If you disagree, state your reasons diplomatically
- Help your supervisor help YOU....Manage Up



Reference...

- *UNH Performance Management Toolkit - The Employee's Role in the Performance Assessment Process*
- *www.myliferesource.com*



THANK  U