

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