



Performance Evaluation Purpose

Evaluators:

- Review the position description and evaluate the employee's performance as related to assignments and job responsibilities; include items you feel require improvement.
- Talk with the employee about specific examples and offer guidance and suggestions.
- Talk specifically about what you'd like to see the employee improve upon during the next evaluation period and what steps can be taken to make those improvements.
- Ask the employee how you can help them be more effective and successful in their position.

Part II: Core Competencies

Employees:

- Review each competency and think about your performance in each area.
- Think about how your position responsibilities align with each competency and be prepared to talk about how the two fit together.
- Be prepared to discuss specific examples of how you've excelled and where you may need improvement.

Evaluators:

- Review each competency and think about the employee's performance in each area.
- Talk about how position responsibilities align with specific competencies and the importance of both elements as part of the whole.
- Talk with the employee about each competency and provide specific examples of where they've excelled and where you feel development should occur.

Part III: Goals

Goals should be SMART (see below) and should align with position responsibilities, core competencies and the university's strategic plan.

- Specific
- Measurable
- Actionable
- Reasonable
- Time-bound

Employees:

- Review the goals stated on your last evaluation and determine whether or not they were achieved.
- Be prepared to discuss why a goal may not have been achieved and think about whether it needs to remain a goal for the next evaluation period.
- Think about additional goals you want to set for the next evaluation period and be prepared to discuss your rationale for setting specific goals.

