

Strategies for Effective Performance Appraisals

1

EMPLOYEE GUIDE

Objectives

2

- Articulate your role in the annual performance review process
- Articulate the responsibilities of the supervisor in the performance review process
- Prepare for the performance review meeting through the use of the forms provided
- Identify attributes of the six core UA competencies
- Prepare SMART work and professional development goals

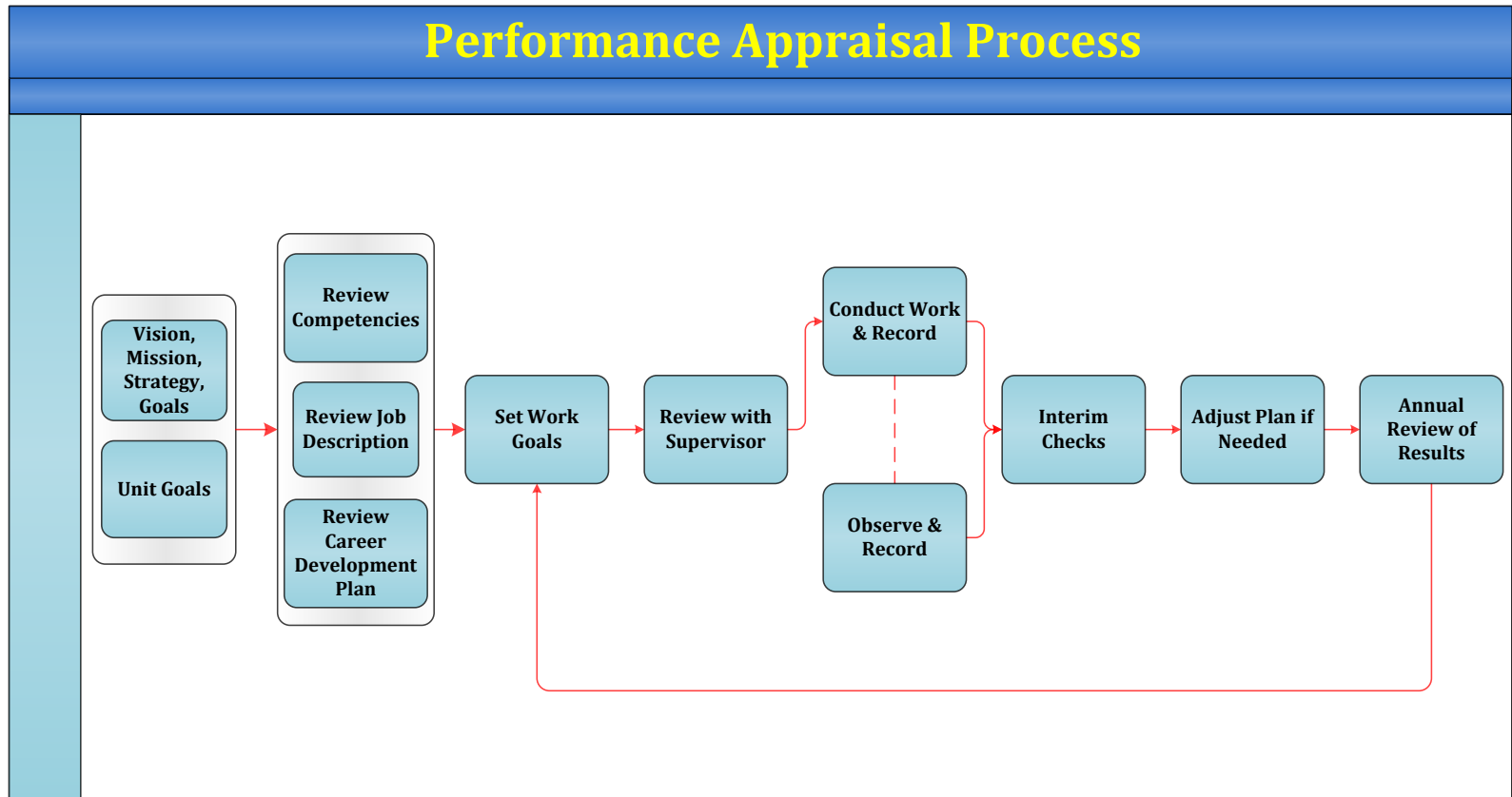
Common Myths

3

- Performance Appraisals are just a formality
- Performance Appraisals are uncomfortable
- Appraisals are not meaningful

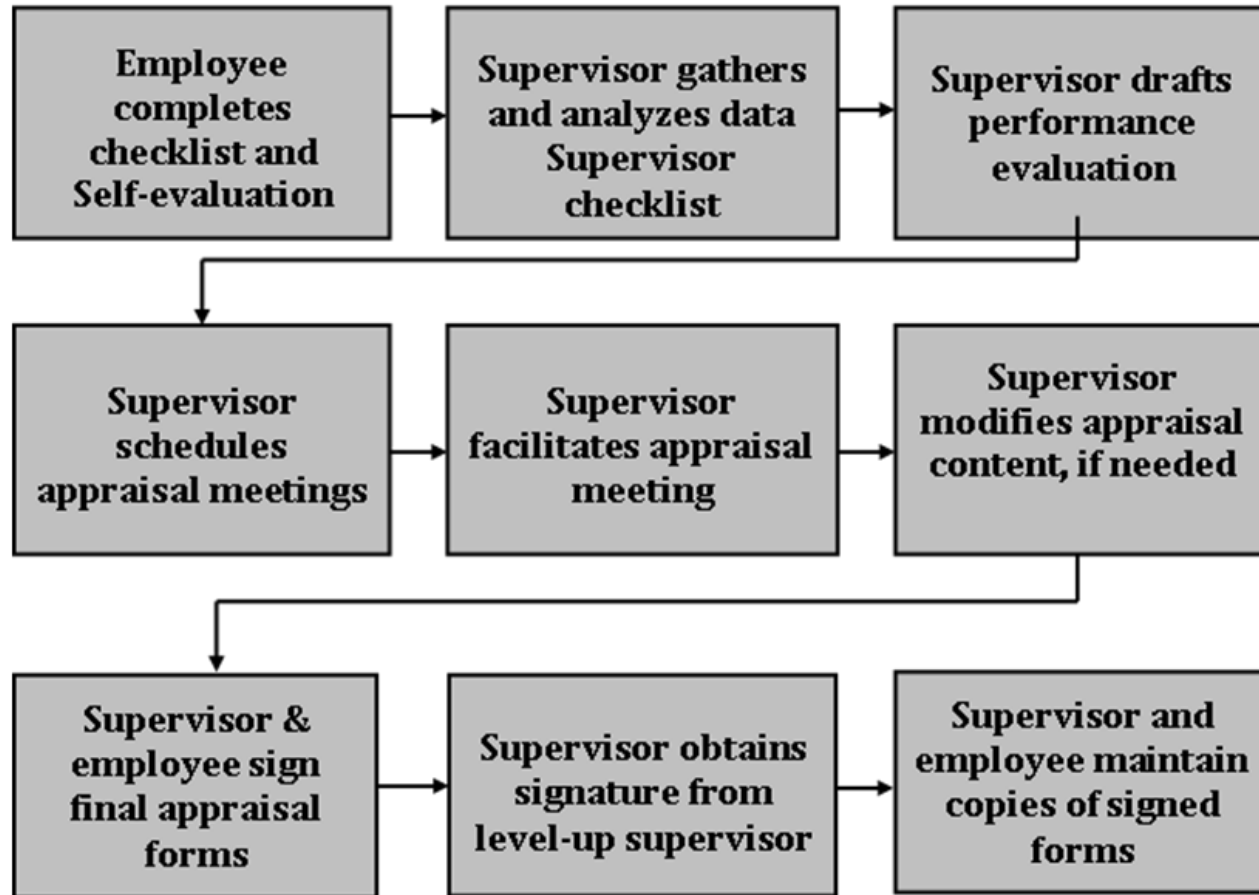
Big-Picture Process

4



Operational Process

5



Documentation

6

Employee	Supervisor
Checklist	Checklist
Self-Evaluation	Performance Observations
Work and Development Goals	Performance Appraisal

UA Core Competencies

7

- Advancing the Organization
- Communication
- Technology Acumen
- Performance Management
- Organizational Performance
- Customer Focus

Writing the Appraisal and Goals

8

- **Appraisal**
 - Be specific.
 - Use action verbs.
 - Provide concrete performance examples.
- **Goals**
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Timely

Collaboration

9



© Scott Adams, Inc./Dist. by UFS, Inc.

Resources

10

- **Jami Painter**

Assistant Vice President for Human Resources

(217) 244 - 8247

painterj@uillinois.edu

- **Angela Foster**

Assistant Director of Employee Relations and
Human Resources

(217) 333-7671

anfoster@uillinois.edu