Strategies for Effective Performance Appraisals
Objectives

- 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

- Performance Appraisals are just a formality
- Performance Appraisals are uncomfortable
- Appraisals are not meaningful
Big-Picture Process

Performance Appraisal Process

1. Vision, Mission, Strategy, Goals
2. Unit Goals
3. Review Competencies
4. Review Job Description
5. Review Career Development Plan
6. Set Work Goals
7. Review with Supervisor
8. Conduct Work & Record
9. Observe & Record
10. Interim Checks
11. Adjust Plan if Needed
12. Annual Review of Results
Operational Process

- Employee completes checklist and Self-evaluation
- Supervisor gathers and analyzes data
  Supervisor checklist
- Supervisor drafts performance evaluation
- Supervisor schedules appraisal meetings
- Supervisor facilitates appraisal meeting
- Supervisor modifies appraisal content, if needed
- Supervisor and employee sign final appraisal forms
- Supervisor obtains signature from level-up supervisor
- Supervisor and employee maintain copies of signed forms
## Documentation

<table>
<thead>
<tr>
<th>Employee</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist</td>
<td>Checklist</td>
</tr>
<tr>
<td>Self-Evaluation</td>
<td>Performance Observations</td>
</tr>
<tr>
<td>Work and Development Goals</td>
<td>Performance Appraisal</td>
</tr>
</tbody>
</table>
Advancing the Organization
Communication
Technology Acumen
Performance Management
Organizational Performance
Customer Focus
Writing the Appraisal and Goals

- **Appraisal**
  - Be specific.
  - Use action verbs.
  - Provide concrete performance examples.

- **Goals**
  - Specific
  - Measurable
  - Achievable
  - Relevant
  - Timely
WALLY, WHAT ARE YOUR GOALS FOR THE COMING YEAR?

MY GOAL IS TO REPLACE MY SOUL WITH COFFEE AND BECOME IMMORTAL.

I MEAN SOMETHING ABOUT WORK.

OH, I THOUGHT YOU SAID MY GOALS.

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

• 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