



MANAGING YOUR PERFORMANCE EVALUATION

The following are suggested actions you can take to prepare for your annual evaluation, as well as what you can do throughout the year to manage your performance.



PREPARE!

- **Read your last performance evaluation**

(Need a copy? – ask your supervisor or contact Human Resources.)

1. What progress have you made on each of your goals? If you haven't made progress or won't achieve a goal, why not?
2. Where you were evaluated as being successful and effective, have you continued to do well and perform successfully?
3. Where you were evaluated as needing improvement, what efforts have you made to change or make corrections to how you do your job?

- **Read your job description**

(Need a copy? – ask your supervisor or contact Human Resources.)

1. Does it still reflect what you do?
2. What changes would you recommend to your supervisor?

- **Do a self-assessment**

1. Complete the self-evaluation form (available at www.hmc.edu/hrpolicies) – even if you are not asked to do so.
2. Describe your strengths, what you enjoy doing the most and what you are good at doing.
3. Note where you need to strengthen your skills or acquire new skills/knowledge.

- **Is there anything in particular that you would like to talk about during the evaluation meeting?**

1. What do you need help with and what type of help do you need?
2. What do you like about your work; what don't you like?
3. Do you have suggestions for changing processes or procedures?
4. Do you want to give feedback to your supervisor about your job, your department, your supervisor, and/or the College? If so, can you be constructive about it?



WHEN YOU MEET

1. Listen carefully – try not to interrupt, restate what you hear to make sure you understand it.
2. Answer questions asked of you – if you need time to think about a response, say so and ask if you can get back to your supervisor at a later time.
3. Ask for examples of your performance if you don't understand what your supervisor expects.
4. Focus on yourself vs. other staff members with whom you work.
5. Participate in setting goals for the coming year.



BEYOND THE ANNUAL EVALUATION

1. Keep a record of your accomplishments and what you learn as the year progresses.
2. Take charge of your knowledge and skill development – for example, take advantage of professional development opportunities that become available to you; ask to participate in a task or project you haven't done before; read articles, books, and websites about the type of work you do.
3. Ask for feedback periodically.
4. Review your goals during the year and assess your progress.