Managing Your Performance Evaluation

Course Goal

At the end of this session, you will have an understanding of tools and techniques that you can use to help determine the outcome of your annual performance evaluation.

Course Objectives

- Identify tools and techniques to manage your evaluation results throughout the year
- Identify tools and techniques to ensure your supervisor has all relevant information immediately prior to conducting the evaluation
- Identify techniques to help make the performance evaluation meeting successful
**Question:**
What do dieting, exercise and performance evaluations all have in common?

**Answer:**
Everyone agrees we need them, but nobody likes them!

**Solution:**
Learn how to prepare for and receive a Performance Evaluation.
Take a moment to determine your Performance Evaluation mindset.

Performance Management

Performance management is a collaborative partnership between a supervisor and employee with the focus on improving organizational effectiveness. It aligns individual contributions with university goals through planning, monitoring, developing personnel, evaluating, and rewarding good performance.

Performance Management Process

1. Mutually Develop Performance Plan
2. Monitor & Develop Performance Plan
3. Provide Coaching & Development
4. Evaluate Performance
5. Recognize and Reward Performance
6. Receive and Report Performance
Preparing for Your Evaluation

Preparing Throughout The Year

- Clarify expectations
- Clarify how your supervisor interprets performance ratings
- Frequently revisit goals and priorities
- Track your own performance
- Ask for feedback

Using Feedback

View feedback as an opportunity to obtain useful information which has the potential to help improve performance on the job.
Receiving Feedback

- Listen actively
- Ask for clarification & specifics
- Don’t get emotional
- Don’t get defensive
- Accept the input
- Work to improve

Feedback allows for growth and development

Final Preparation for the Evaluation

- Review your performance file
- Look at your job description
- Identify changes that impacted your performance
- Complete a Self-Assessment
- Ask to meet with your supervisor

Pre-evaluation Meeting

- Accomplishments
- Progress
- Feedback
- Strengths and weaknesses
- Impacts to your performance
- Your goals
Meeting with your Supervisor

- Review all of your information
- Start on a positive note
- Use Active and Reflective listening
- Close the meeting on a positive note

Employee Signature

- Indicates that the evaluation has been discussed with you
- You can add comments about the evaluation
- Electronic evaluations can be accessed at https://evaluation.nmsu.edu
- Electronic evaluations that have not been signed will not be viewable online after evaluation period ends

Questions
Key to Quiz

Joint Responsibility

1. b
2. c
3. c
4. a
5. b

Avoidance

1. a
2. b
3. a
4. c
5. a
Short-Term Game Playing

1. c
2. a
3. b
4. b
5. c

MAKE IT HAPPEN!

Great Job!