



Managing Your Performance Evaluation

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Managing Your Performance Evaluation v1.2
March 19, 2012



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.

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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


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Question:
What do dieting, exercise and performance evaluations all have in common?




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


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Solution:
Learn how to prepare for and receive a Performance Evaluation.



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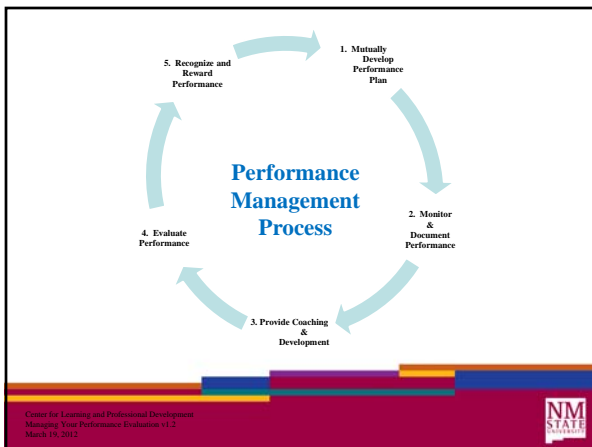
Take a moment to determine your Performance Evaluation mindset.

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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.

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Preparing for Your Evaluation



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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

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Using Feedback



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

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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

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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



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Pre-evaluation Meeting

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



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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



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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



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Questions



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Key to Quiz



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Joint Responsibility

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



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Avoidance



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

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Short-Term Game Playing

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



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MAKE IT HAPPEN!



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