

Employee's Guide to Participating in an Effective Performance Review



Your role as an employee at Carroll College calls upon you to perform many challenging tasks. These tasks are vital to the operation of this complex institution. Your performance and contributions to the College's strategic goals is a critical aspect of this role. Below are tips for participating in the most effective Performance Review process as possible. For questions, please contact the Office of Human Resources:

- 1) When your supervisor informs you of your annual performance review, review your position description and prepare to suggest revisions and review progress on established goals from the prior year.
- 2) Be prepared to be an active participant; make suggestions and ask questions. You are the person who works in the position so your feedback is critical.
- 4) Be prepared to suggest goals that contribute to the College strategic goals. Your supervisor will suggest goals also and, together you will discuss viable options. Your supervisor is ultimately responsible for establishing goals. Define goals in specific terms, objectives in measurable terms.
- 5) Rank goals in priority order so that expectations are clear to you.
- 6) You will receive constructive feedback. Keep in perspective that this is an exercise from which you will learn and develop as a result. Attempt to minimize defensive reactions.
- 7) Use the attached job fundamental list in the goal-setting exercise.
- 8) Feel free to express feelings about your feedback from sources regarding progress toward goals. Without sounding defensive, your supervisor should be aware of your concerns.
- 9) Be a good LISTENER. Listening skills during this discussion are as important as speaking skills.
- 10) The objective of the discussion is to receive feedback so that you are better equipped to contribute to Carroll College in the most efficient, effective way. Discuss the future and how past performance can be modified to maximize future opportunities and improve performance.
- 11) Explore all suggestions for resources or support needed. In many cases, little to no money is required to provide the resources and support for an employee to be successful.
- 12) Focus on long as well as short term goal achievement and setting. You are encouraged to document achieved short-term goals, even if they were not part of the original performance development discussion. Much of our day-to-day work goes unrecognized, yet makes a great impact on the success of the department and College.
- 13) If you do not meet established goals or performance expectations, your supervisor is obligated to document performance deficiencies on the performance review form and an improvement plan must be developed. **See #6 - #10 above.**

- 14) Feel free to set up another meeting or otherwise contact your supervisor with questions, concerns, and periodic performance discussions.