Performance Appraisal Process: Seven Tips for Employees

Prepare for the Process
- Complete the Self-Assessment
- Review your job description
- Review the appraisal process form
- Compile your records
- Prepare list of issues/concerns

Reduce defensiveness
- Even Constructive criticism is often hard to hear
- We take our jobs seriously and personally, making it difficult to hear others' comments particularly if it is critical.
- If you are feeling defensive as you discuss your performance, ask your manager to clarify his/her comments.
- Ask for specific examples or instances of what he or she is talking about then carefully listen to what is being said.

Listen carefully
- Most of us believe we are good listeners unfortunately most of us are not as good as we think
- Goal here is to seek understanding
- Take notes
- Repeat what you heard for clarification

State any disagreement in the appraisal in factual terms
- Provide support including examples and documentation
- Stay focused on the work behavior
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Help set goals
- Measurable
- Meaningful
- Attainable

Offer input
Performance Appraisal process should be a two-way communication
- What do you enjoy doing?
- What are you good at?
- How can you contribute to your department?

Provide Feedback
- Is there a better way to do something based upon your observation? *(Information from the front lines)*
- What was helpful about this process this year?
- What worked well?
- What could be improved?