

Supervisors:

- Performance Management must be continuous
- Understand that Performance Reviews are meant to keep employees Productive and engaged – this should be the focus.
- You are responsible for the development of those you supervise
- Focus on Performance rather than attitude, personality...
- Be consistent with all you supervise
- Understand Professional Development in order to coach/encourage
- Make sure to offer specific information on expectations and how to improve in a competency
- Be open to feedback from the person actually doing the job
- Make sure that you understand the job that the rated employee performs
- It is your responsibility to assist in developing the position description – not the rated employee; you certainly can request their feedback
- Understand the strategic goals of your area for the year; know your purpose and make sure that every member of the team knows the overall goals, then, make sure that each position is assigned goals or responsibilities that collectively will achieve the departments goals. Doing this purposefully will assure that duties are assigned fairly, and you will become aware of the strengths of each on your team.
- There should be no surprises at the end of the rating period; if you've done your job throughout the year, the employee already knows what sort of rating he/she will receive and why.

Employees

- Document your responsibilities and job duties to discuss with your supervisor
- Document your accomplishments throughout the year; don't depend on your supervisor to show off your awesomeness
 - Keep a critical incident checklist (good and bad things)
 - Keep copies of messages from those you assist
 - Events you assist with
 - Projects that you contribute to
- Be open to feedback – don't be defensive – be accountable!

- Make sure your supervisor is aware of issues that prevent you from accomplishing tasks during the year – don't wait till the review when this looks like excuses
- Encourage meetings with your supervisor so that you know what the expectations are and if you are on the right track
- Look ahead – be prepared to offer researched suggestions to your supervisor
- Make sure your supervisor understands the things you would like to pursue; discuss the job you aspire to have and what you are doing to get there
- Discuss concerns honestly with supervisor
- Be the first to identify areas where you need improvement
- Make sure you are clear on expectations and work on that – follow your supervisor's lead rather than working on things that you feel should be done. If there are gaps, discuss with your supervisor before spending time working on them.
- Keep your supervisor informed on what you are working on and developments that may interfere with progress
- Don't dread your review; consider it an opportunity to demonstrate your skills, discuss your achievements and get suggestions from a "coach"
- Take charge (responsibility for) your position – "I am the CEO of my position"
- Prepare: Have solutions ready when problems are presented
- Think about your skill set and how you can add value to the team, discuss this with your supervisor but be prepared if all of your ideas are not accepted
- Be able to show how your work helped the department meet its goals
- Look for parallels in your job description and the University's goals
- Acknowledge work of others; whether it is a co-worker or someone else, give credit where credit is due