

Supervisor's Checklist

To help prepare for successful employee performance appraisals

<i>Plan the Appraisal Meeting</i>	<ul style="list-style-type: none"><input type="checkbox"/> Set up a date and time for a private meeting with each employee.<input type="checkbox"/> Ask your employees to complete a self-appraisal.<input type="checkbox"/> Enroll in "Conducting Performance Appraisals"<input type="checkbox"/> Consider your and each employee's communication styles.<input type="checkbox"/> Collect feedback from your employees' peers and/or internal clients.<input type="checkbox"/> Review last year's performance appraisal form and ratings.<input type="checkbox"/> Review the employee's self-appraisal and any feedback from other sources (if requested).<input type="checkbox"/> Review the employee's performance appraisal form. Be sure that the work expectations shown refer to the 2016 performance period. If they don't, you <u>can</u> edit them.<input type="checkbox"/> Review the rating scales you will use this year.
<i>For Each Employee</i>	<p>Evaluate Previous Year's Performance</p> <ul style="list-style-type: none"><input type="checkbox"/> Rate your employee's performance on each of their work expectations<input type="checkbox"/> Rate your employee's demonstration of Job Success Factors<input type="checkbox"/> Determine an overall rating for their performance last year. <p>Hold the appraisal discussion</p> <ul style="list-style-type: none"><input type="checkbox"/> Agenda A<ul style="list-style-type: none">– What went well over the past year?– Where did you encounter challenges? (how did you overcome them; what did you learn from them?)– What would you do differently in the upcoming year?– Here are my observations.<input type="checkbox"/> Agenda B<ul style="list-style-type: none">– What were you most proud of over the past year?– Are skills you have that are not used, or under-used?– What sorts of projects and assignments are you interested in?– What would help you be more effective at your work?– Here are my observations. <p>Establish Work Expectations for the coming year</p> <ul style="list-style-type: none"><input type="checkbox"/> Define expectations with your employee that are in line with department goals.