



Performance Assessment Conversation: A Quick Guide for Staff Members

To foster an environment of open communication, you are encouraged to have regular conversations with your supervisor about job performance, goals, and any challenges that may arise.

Clear and open dialogue throughout the year allows for the opportunity to recognize work well done and to address concerns. Regular conversations also provide opportunities for immediate improvement, development, and redirection. In addition, staff members are encouraged to proactively seek feedback and communicate any concerns with their supervisors. At the end of the year, supervisors must provide a written assessment of each staff member's job performance and summarize their work.

The following suggestions will aid you in having thoughtful conversations with your supervisor as a part of the performance assessment process, and are helpful to consider throughout the year.

Plan and Prepare

- Be sure you have access to all documents and resources on the [Performance Assessment and Coaching](#) web page on the Human Resources website.
 - Review and fill out the Performance Assessment Template, available on that page. Staff members are asked to complete the template and then email a copy to their supervisor for their input, in anticipation of the performance assessment conversation.
- Document your accomplishments over the previous twelve months.
- Review any challenges you may have experienced in the past year.
- Be prepared to discuss any professional development and career aspirations you may have.
- Think about any additional supervisory support that you may need to achieve your goals.
- Identify SMART Goals that support your role (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, **T**imebound), related departmental initiatives, and College-wide priorities.

Conversation with the Supervisor

- The supervisor will provide a version of your completed performance assessment template that includes their feedback.
- Be prepared to share your overall assessment of your performance over the last year.
 - What went well?
 - What roadblocks did you encounter?
 - What would you have done differently, if anything?
 - How do you measure your success?
- Be sure to point out areas of accomplishment by reviewing each goal. Be direct, specific, and concise.
- Have readily available any documentation that will support the conversation [emails, metrics, data, feedback, project documents, etc.].
- Share professional development interests and needs.
- Share how you plan to keep your supervisor apprised of your progress and success.
- Think of any questions you would like to address with the supervisor.

Reflection

After the performance assessment conversation with your supervisor, you are encouraged to reflect on the following questions:

- What did you learn?
- Did anything about what was discussed surprise you?
- What were the benefits of having this conversation?
- What aspects of the conversation were challenging?
- What would you do or say differently in a future performance assessment conversation?
- How will you move forward in achieving your goals and developing professionally?