



All Staff Performance Appraisal Series

Part 4 | What Now?



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Reflect & Engage

- I'm I understanding and correctly interpreting the rating scale?
- Do my supervisor and I have a different perceptions of my performance?
- Do my supervisor and I have different understandings of my job expectations?
- Have things changed from previous years?
(ie. promotions, new supervisor, etc.)
- Could my supervisor be touching on an area that is a blind spot for me?

What Now?

What can I do if I disagree with my evaluation?

- Still acknowledge receipt – you can acknowledge receipt without acknowledging agreement
- Feel free to use the comment box – your supervisor will be able to view your comments
- Schedule a follow up meeting to seek further understanding – but please note, this is not an opportunity to negotiate your evaluation
 - Ask clarifying questions
 - Ask where the feedback is coming from & where it's leading to
- Find what is useful and helpful, continue reflecting and engaging
- Start laying the foundation for next year

Do I need to correct, grow, or look for career advancement opportunities

Correct

1 – Needs Improvement

- Does not consistently meet all expectations
- Additional direction and support is required

1.5 – Reliably Delivers

- Consistently meets expectations
- Sometimes needs additional direction and support beyond what would be expected in the role

2 – Reliably Delivers

- Consistently meets expectations and might exceed some expectations
- Requires little to no additional direction to achieve established responsibilities

2.5 – Reliably Delivers

- Frequently delivers beyond that which would be expected in the role

3 – Consistently Exceeds

- Consistently exceeds or delivers beyond expectations
- Influences others to perform better

Grow

Promote

Correct 1/1.5

Responding to a PIP, Letter of Expectation, and/or Action Plan

- Remember that improvement is the goal of these tools

Productive Questions to Ask:

- How can I take ownership of my professional development process?
- What changes am I being asked to make?
- What changes am I willing to make?
- How can I change perceptions?
- What training and support do I need?
- Who can help me with this?

Grow 2/2.5

Productive Questions to Ask:

- How can I exceed expectations more consistently?
- Where are the gaps or needs of the unit that I can help fill?
- How can I increase my capacity?
- How can I grow and improve?
- How do I take the quality of my work to the next level?
- What does exceeding this particular expectation look like?
- How can I bring others with me?
- What training and/or resources do I need to take my work up a notch?
- What experiences do I need to prepare me for the future?

Promote 3

Productive Questions to Ask:

- What are my opportunities for career advancement?
- What might my career pathway look like?
- What are my long term career goals?
- What would be the next step or next move on my career path?
- What experiences or challenges can I take now to get where I want to go?
- What skills do I need to further develop in order to advance in my field?

Why Set Goals?

- **To provide clarity of purpose**
- **To increase productivity and achievement**
- **To increase employee engagement and motivation**
- **To lay the groundwork for accountability and recognition**
- **To unify the team, unit, and organization**
- **To increase organizational efficiency**
- **To help the organization better handle complexity**
- **To accelerate execution of the organizational strategic plan**

Suggested Goal Setting Process

- Start with the organizational mission, vision, and values
- Review the strategic plan
- Determine which parts of the strategic plan are relevant to your unit
- Set unit level goals based on the strategic plan
- Set team goals based on unit goals
- Set individual goals based on team goals

Mission & Vision

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Mission: We transform lives

Vision:

- Be a beacon of hope, a force for good, and a leader in the pursuit of excellence in education, impactful research and community service.
- Boldly assert that education is for everyone willing and able to seek it out
- Search for knowledge, progress, and positive change for ourselves, our community, and our world

Organizational Values

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- Trust
- Inclusion
- Innovation
- Access
- Success
- Engagement

Strategic Plan

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Six Core Objectives

- Build a robust campus community
- Elevate recruitment and retention
- Shape the workforce of the future
- Generate New knowledge
- Advance St. Louis as an Anchor Institution
- Develop stewardship and vitality

Unit & Team

Goals

- Review your unit's and team's goals and consider where you and your work fit into those larger goals
- If you aren't clear on what those are, then ask
- If they don't exist, request that they be created
- If they're not created, keep goal setting anyway!

Individual Goals

Review your job description and job expectations

Review your most recent performance evaluation

Draft SMART goals

- Specific
- Measurable
- Action Oriented & Attainable
- Relevant
- Time Bound

Share the goals you've drafted with your supervisor and ask for input

Sample

Goals

Secretary:

I will take an Excel course in Percipio by the end of the fall semester to increase my efficiency in creating weekly updates on budget expenditures.

Custodian:

By the end of the year, I will create a detailed weekly cleaning schedule that ensures all areas under my responsibility are kept clean and meet established guidelines for health and safety.

Goal Tracking

Schedule a goal setting conversation with your supervisor

- Ask for the meeting or ask if it can be built into a monthly/weekly check in
- Come prepared with your goal proposals, potential metrics, and a time for delivery
- Make sure your personal goals align with the unit/department/college/organizational goals

Personal Goal	How it fits into the unit goals	Metric/I'll know it's accomplished when...	Timeline/when it can be completed	Resources/here's what I need to accomplish it
1.				
2.				
3.				

The next eval cycle starts now

Don't Wait! Now is the time to...

- Gain clarity on your job expectations
- Set goals and metrics
- Start tracking your accomplishments and your progress toward your goals
- Take on new challenges, projects, and opportunities
- Seek out training and professional development
- Start using monthly check-ins to discuss expectations, performance, and progress

FOCUS ON GROWTH!

Questions and Key Takeaways



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