

PERFORMANCE REVIEW PREPARATION CHECKLIST

Use this checklist as a guide to prepare and deliver annual Performance Reviews to your staff

1. BEFORE THE MEETING

A. Pre-Planning

- Identify a mutually convenient date and time for the review and try not to reschedule
- Reserve a private place to have the review
- Identify a date to receive employee input on accomplishments
- Obtain a list from employees of possible individuals for customer input
- Get input from individuals for customer input

B. Identify Sources and Gather Information (as many as appropriate)

- Strategic Plan, Mission Statement, Business Plan or Project Plans
- Job Description
- Performance Plan for current review period
- Monthly, quarterly or project progress reports
- Employee Performance Summary
- Input from individuals that the employee does work for
- Letters/emails of praise or complaint
- Critical successes and challenges information
- Feedback Planners from previous coaching and feedback
- Checkpoint Review data
- Changes that have positively or negatively affected employee performance
- Previous supervisor input or Performance Review (in situations where only limited recent information is available)
- @Work Training materials

C. Assess Performance

- Consider entire review period
- Consider the performance of the employee as it related to the Job Description, Performance Plan, and their overall contribution to the work unit
- Consider the information from the Checkpoint Review
- Consider input from the employee, faculty and other supervisors, etc
- Weigh achievement of goals and impact of competencies
- Specify to what extent the competencies were and weren't used in their performance
- Determine the performance category: "met/exceeded" or "did not meet" and where on the continuum they fall

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D. Write the Review

- Consider what messages you want to give to this employee – refine later
- Consider words or phrases that accurately describe performance
- Differentiate how the responsibilities and goals were and were not accomplished along the continuum of “met/exceeded”
- If they employee did not meet expectations, describe performance accordingly
- Document performance in relation to goal and competency-related results, strengths, improvement/development, overall summary of accomplishments, and the overall performance rating

2. DURING THE MEETING – USING THE WRITTEN PERFORMANCE REVIEW AS A GUIDE

- A. Establish a positive climate
- B. Discuss:
 - Results achieved against performance goals and competencies
 - Employee strengths
 - Improvement/development needs and opportunities for employee
 - Overall accomplishments, performance and contributions
- C. Provide overall performance category
- D. Supervisor and employee sign-off on the review by signing the Performance Category and Signature page

3. AFTER THE MEETING

- A. Provide employee with completed copy of the Performance Review Form
- B. Send copy of the Performance Category and Signature page to Vice President, Dean , EAD or Designee by deadline set in your organization
- C. File a copy in the employee’s permanent department file. Note that this file stays with the department independent of manager or employee turnover. It is also good practice to encourage employees to maintain a set of copies for their own records.
- D. If your employee is in the *Did Not Meet* performance category discuss and agree on an improvement plan by the date agreed to in the Performance Review. It is recommended that this occur within 30 days.
- E. Schedule a date for the salary communication with your employee
- F. Schedule a date for the next Performance Plan preparation meeting with your employee
- G. Incorporate identified improvement and development needs into the next fiscal year’s Performance Plan
- H. Continue to meet with employee formally or informally to provide feedback and coaching