



# Feedback and Performance Assessments

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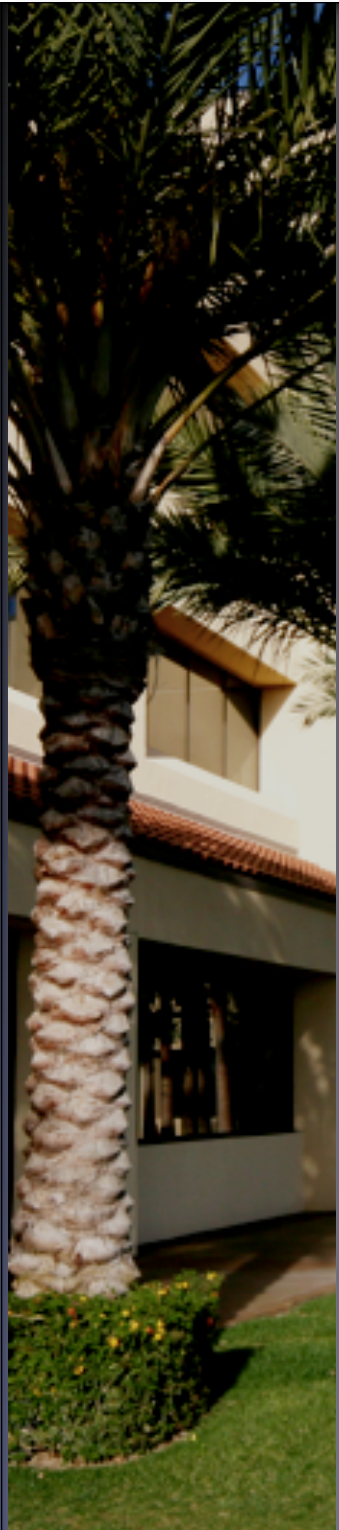


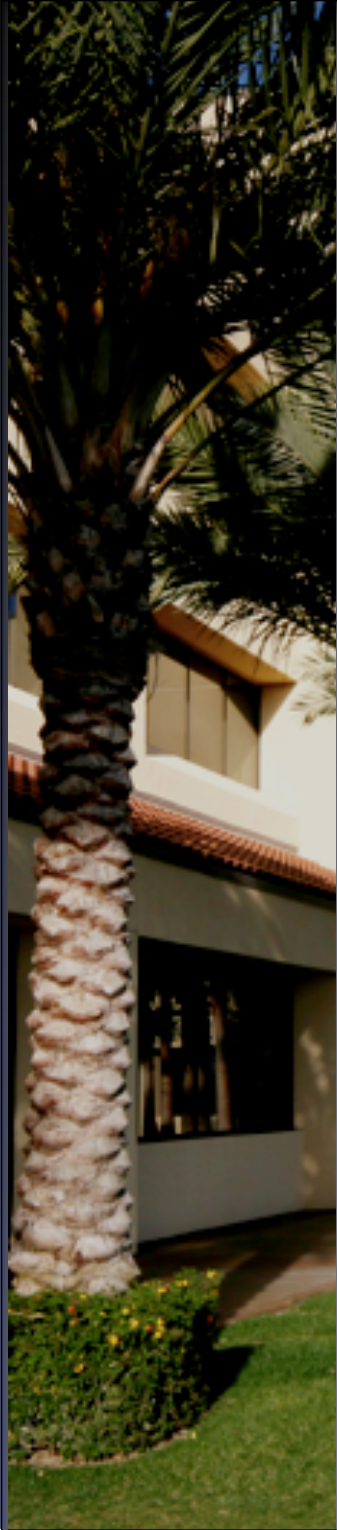
# 2012 Staff Climate Survey

1. Poor performance is not tolerated in my department.
2. My supervisor regularly provides me with fair, accurate, and constructive feedback about my job performance.
3. My supervisor and I have identified goals that contribute to my professional development.
4. My supervisor provides me with regular feedback that is summarized in my annual performance assessment.

# Why do we need to do assessments?

- Development
- Motivation
- Communication
- Fulfills a Promise





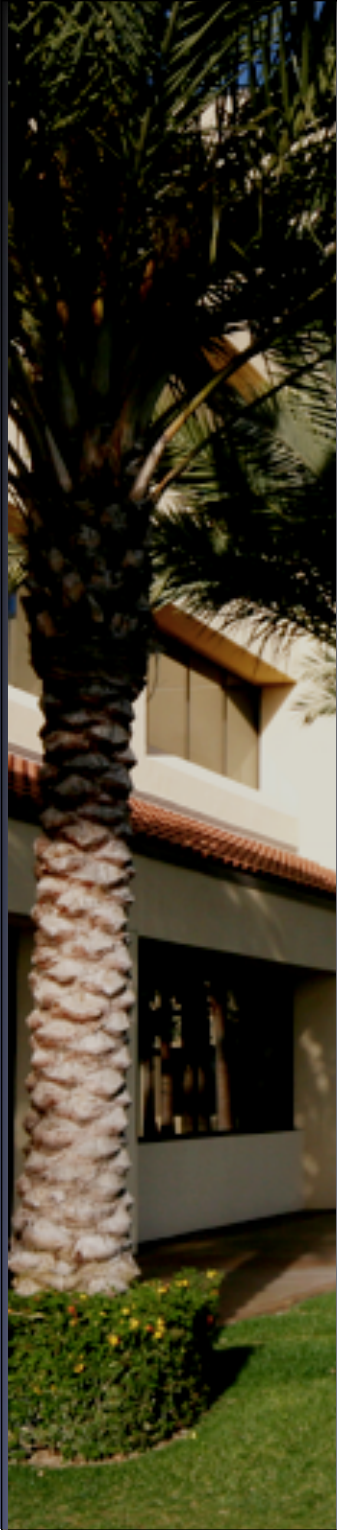
# Elements of an Effective Assessment

- Timeliness
- Specificity
- Accuracy
- Objectivity
- Job Description / Duties

A vertical photograph on the left side of the slide shows a tall palm tree with a textured trunk and green fronds. In the background, a light-colored building with a window and a tiled roof is visible. The foreground shows a small patch of green grass and some low-lying plants.

# Common Mistakes to Avoid

1. Timing Issues
2. Inconsistency
3. “Like Me” Bias
4. Labels

A vertical photograph on the left side of the slide shows a tall palm tree with a textured trunk and green fronds. In the background, a portion of a light-colored building with a window and a tiled roof is visible. The foreground shows a patch of green grass and some low-lying plants.

# Common Mistakes to Avoid (continued)

5. Absolutes
6. Referencing Protected Absences
7. One-Sided Narrative
8. Absence of Goals



# The Evaluation Meeting

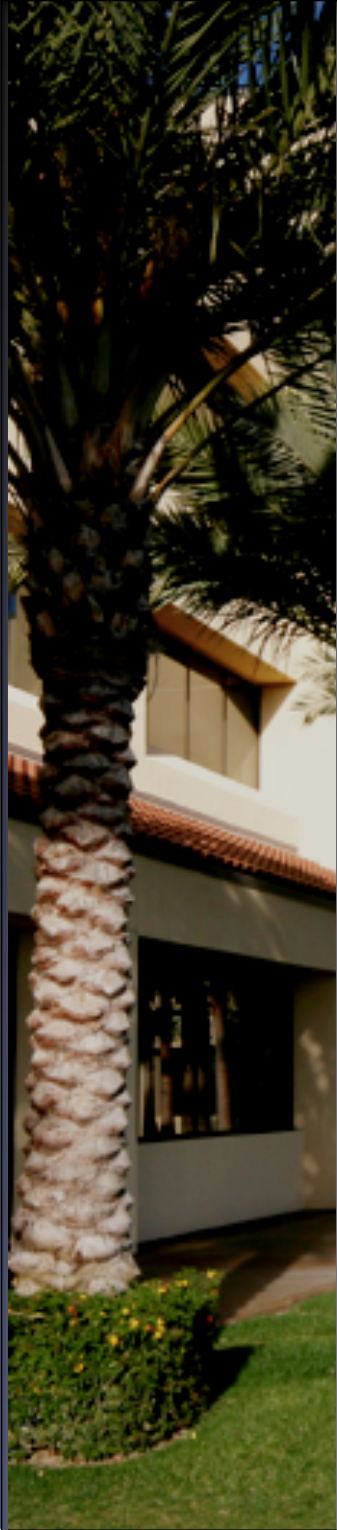
- Prepare, prepare, prepare
- Balance the *good* with the *not so good*
- Ask questions
- Listen, listen, listen
- Be helpful
- Manage the energy





# Frequently Asked Questions

- What happens if the employee refuses to sign the evaluation?
- What if I am a new supervisor and have not had a full year to evaluate performance?
- What if the employee disagrees with the evaluation?



# Frequently Asked Questions

(continued)

- How do I evaluate employees on extended leaves of absence?
- Do I need to do evaluations for student workers, interns, and part-time employees?
- How much time should I spend in the evaluation meeting?
- Can I give cost of living increases?



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