



How Can an Employee Prepare for a Formal Evaluation Meeting?

Frequently Asked Questions

1. What is the purpose of this formal Performance Management Review?

A performance review is an opportunity for you to display your contributions to your supervisor who will meet with you formally sometime between January and February each year. For most employees, evaluations can create anxiety and stress, but it doesn't have to be that way. Reviews are one part of the process that allows supervisors a chance to communicate and help you create your best work. The main purpose is for employees to learn how well they are doing and learn how to improve performance. It is not a session where you are passively evaluated or a session about things you did wrong. The dialogue between you and your supervisor should help your skill development and goal planning. In the end, the performance review process should provide you with a positive experience and help foster your career growth.

2. Will I be requested to provide any information in the review meeting?

You want to enter the meeting with confidence so support yourself with evidence of your performance and how it has benefited your employer. Your supervisor should ask you to provide feedback on your performance and goals. Remember to show how your contributions are unique to you and valuable to the County. It is beneficial if you keep track of your accomplishments and provide that documentation throughout the year to your supervisor. (See question #5 "Write a self-assessment"). Contributions can include but are not limited to cost savings measures and process improvement. Remember, you are a valuable member of the team so provide feedback about your performance and goals. You can also request professional development in the form of training.

3. What areas of my job performance are measured on the Performance Management Form?

You are measured by the following competencies: accountability and initiative, job knowledge, attention to detail, time management, ethics and integrity, tack, listening, reading comprehension, speaking, writing, building relationships, and influencing others. Each category has a rating of exceptional, successful, or unsatisfactory. See the

Performance Evaluation Form on our County Intranet.

<http://intranet.co.cumberland.nj.us/>

4. What rating scale is used on the Performance Management Form?

The Supervisor will rate each competency in one of three ways: Exceptional, Successful, and Needs Improvement. The employee overall rating includes two categories: Employee is successful or exceptional or employee performance needs improvement.

5. How shall I prepare for the annual evaluation if I am a new employee?

If you are a new employee, you may not have goals, but you should have a clear understanding of the expectations of the job. Your supervisor may provide you with a 30,60,90-day evaluation which can help you better prepare for the annual.

6. What if my supervisor tells me that I have been satisfactory in some areas or I have an overall need for improvement?

We are all works in progress, and we always can learn. If you have areas which need improvement, then just listen to your supervisor as they discuss it. Since the supervisor may already have spoken to you about this prior to the meeting, you should be ready to show how you have improved. Give specific details. You should mention any training you have undertaken and explain how it helped you improve those areas. If your supervisor recommended further development in that area, listen and work together to achieve those goals. You could use the review to discuss taking on new responsibilities or additional trainings. You could also initiate a conversation about your career goals and how you and your supervisor can partner to achieve them.

7. Should I write a self-assessment prior to the Performance Management meeting?

You may want to write a summary of your own assessment before meeting with your supervisor, but it is not required at the yearly formal meeting. If you want to provide your supervisor with your own assessment at this point, organize your notes about trainings, areas of improvements, and above all accomplishments. Summarize the most important points you want to get across. Be honest with yourself about what you think you could improve upon. Self-awareness is a strength in emotional intelligence. Don't be afraid to ask your supervisor for help.

8. Should I get feedback from my supervisor prior to the annual formal performance evaluation meeting?

Absolutely. Ask your manager for feedback whenever needed. The information will help you to keep track of your goals and accomplishments and set expectations. Feedback will also help you to make any necessary improvements. You can, therefore, be assured

that you are performing your job properly throughout the year. Your supervisor should also keep track during the year of your informal discussions about your projects, areas of improvements and overall accomplishments.

9. How do I respond to constructive feedback?

When you meet with your supervisor, don't approach the meeting feeling like you need to defend yourself or make excuses. If they discuss areas of improvement, explain that you understand these are things you can improve upon. If possible, come up with specific examples of how you would set out to achieve these improvements. If, for example, one criticism was that you often seem overwhelmed or disorganized, come up with a strategy to better manage your time and suggest some tools you plan to use to better track your work. If your manager says they don't understand clearly enough what your progress is on projects, suggest providing more frequent status updates. There is always a positive resolution. Keep in mind that all leaders are different, and some prefer more or fewer details. Over time you should be able to better gauge these and adjust along the way. These reviews can be a good milestone to ensure you are meeting your supervisor's expectations.

10. Has my supervisor been trained on how to conduct a formal performance review?

Yes, for those who requested it, leadership was able to attend an information session about the performance management process and the tool itself.

11. What if my supervisor gets busy and forgets to make conversations happen?

If you would like more feedback or support from your supervisor, you could also ask for more frequent check-ins. These sessions may help you to gain a better understanding of what is expected of you and give you more confidence doing your job. Your supervisor should aim to support you so you can make solid contributions in your role. Remember, you can take initiative as well in creating the dialogue which can help you achieve great results.