

Employee Tips for the Performance Evaluation Meeting

Review the Job Description

Review the job description to refresh your understanding of the duties and responsibilities of the position. Be prepared to discuss changes to your job duties, if applicable.

Review Goals

Review your goals and be prepared to discuss the progress of your goals, changes to your goals or reasons why the goals were not met.

Review the Self Appraisal

Review your Self Appraisal to re-familiarize yourself with your achievements throughout the review period. Be prepared to answer questions your supervisor may have about your Self Appraisal responses.

Prepare to Receive Feedback

Your supervisor will be communicating his/her ratings decisions to you. Be prepared to review the ratings with an open mind and willingness to receive positive, negative and neutral feedback.

Prepare Questions

Be prepared to ask questions about your own individual job performance, duties and responsibilities as well as future expectations. Avoid asking questions regarding other employees' performance.