

Performance Evaluation Overview and Performance Evaluation Standards

As a supervisor, your role is to coach, nurture and empower others to use their skills, expertise and ideas to produce results. You are the front-line leaders in directing employees in the tasks that will, collectively with the results of employees in other departments, assist the University in obtaining its goals and objective. To provide this direction, you should communicate to the employees what is expected of them, define satisfactory performance for those expectations, and then monitor and evaluate the performance on an on-going basis to keep that performance on-track.

The object of a performance evaluation system is to:

- Provide a comparison of actual on-the-job performance to established performance standards;
- Identify training needs and establishing a mechanism for employee growth and development;
- Encourage periodic and structured communication between supervisors and employees about the "job"; and
- Document defensible rationale for decisions involving promotions, demotions, transfers, terminations, salary increases, or incentive pay.

Performance Evaluation Overview and Performance Evaluation Standard: Performance Evaluations. University of Arkansas Human Resources, University of Arkansas, 7 May 2007 <<http://hr.uark.edu/PerformanceEvaluations/>>

Conducting Performance Evaluations

	<p>Be prepared for the evaluation prior to the date and time you arranged with the employee. Be ready to discuss both positive and negative aspects of the employee's performance.</p>
	<p>Set the climate:</p> <ul style="list-style-type: none"> • Provide a comfortable atmosphere • Put the employee at ease • Ensure no interruptions take place • Eliminate physical barriers between you and your employee.
	<p>Get started:</p> <ul style="list-style-type: none"> • In most instances, begin on a positive note. • Be friendly, be yourself • Be sincere • Point out any recent significant positive performance. • Stress your desire for two-way communication
	<p>Obtain the Employee's view:</p> <ul style="list-style-type: none"> • Encourage the employee to point out any accomplishments of which you are not aware • Have the employee list any areas in which improvement is needed. • Clarify what you think you've heard <p><i>Having the employee complete a self-evaluation may serve as a helpful tool in this process.</i></p>
	<p>Make any additions, corrections, and deletions to the ratings or comments on the approved Performance Evaluation Rating Form.</p>
	<ul style="list-style-type: none"> • Discuss the employee's career goals and objectives. <ul style="list-style-type: none"> ○ Plan specific job assignments or activities which support the employee's objectives ○ Point out opportunities for training or education that will assist the employee.
	<p>Schedule a follow-up meeting, if needed, before ending the evaluation. (i.e. to establish performance standards with the employee's input)</p>

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