

Conducting Performance Evaluations

Steps

1. Revisit any outstanding items/issues:
 - a. Reiterate the purpose and flow of the process;
 - b. Help the employee recognize the importance of continually growing as a professional; and
 - c. Help the employee connect with the agency's mission, vision, and values.
2. Ask the employee to share the things that they were asked to consider in preparation for the meeting (e.g., their completed version of the evaluation form, where they are currently as a professional, where they would like to see themselves, etc.).
3. Review your completed version of the evaluation form with the employee and share the goals that you have identified for the employee.
4. Compare notes and solidify goals and next steps.

Conducting Performance Evaluations (continued)

Your Role in the Meeting

- Act as a mentor/coach
- Act as facilitator
- Eliminate blame
- Provide recognition
- Remain objective
- Be enthusiastic
- Be supportive
- Be trusting and trustworthy
- Remain focused
- Be goal-oriented
- Be knowledgeable
- Be observant
- Be respectful
- Remain patient
- Be clear
- Be assertive