



WPI

Staff Performance Management and Review Process



The Importance of Performance Reviews



Benefits for Employees

- Provide a historical perspective
- Identify future career opportunities
- Gain recognition and reward for their performance
- Help them to identify areas for improvement
- Provides a platform to address issues and grievances

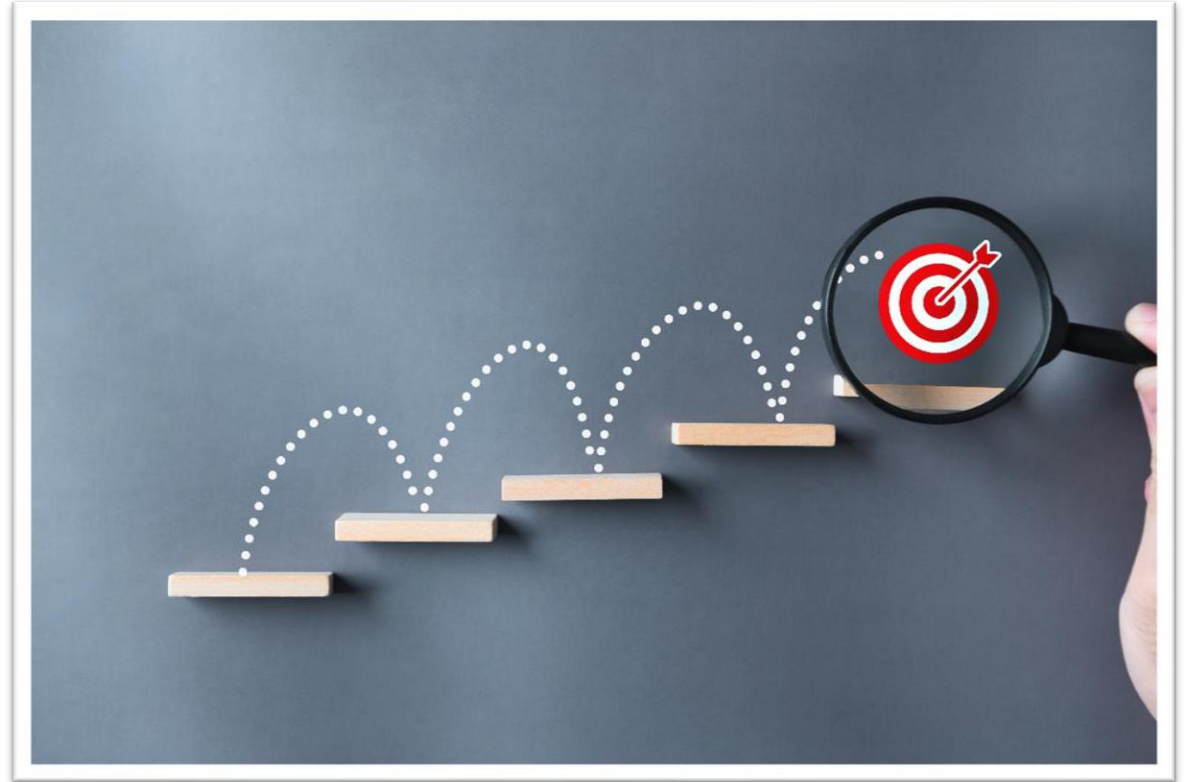
Performance Review vs. Performance Management

Performance Review

- Formal documentation – a **snapshot** – of the past period of the performance management cycle

Performance Management

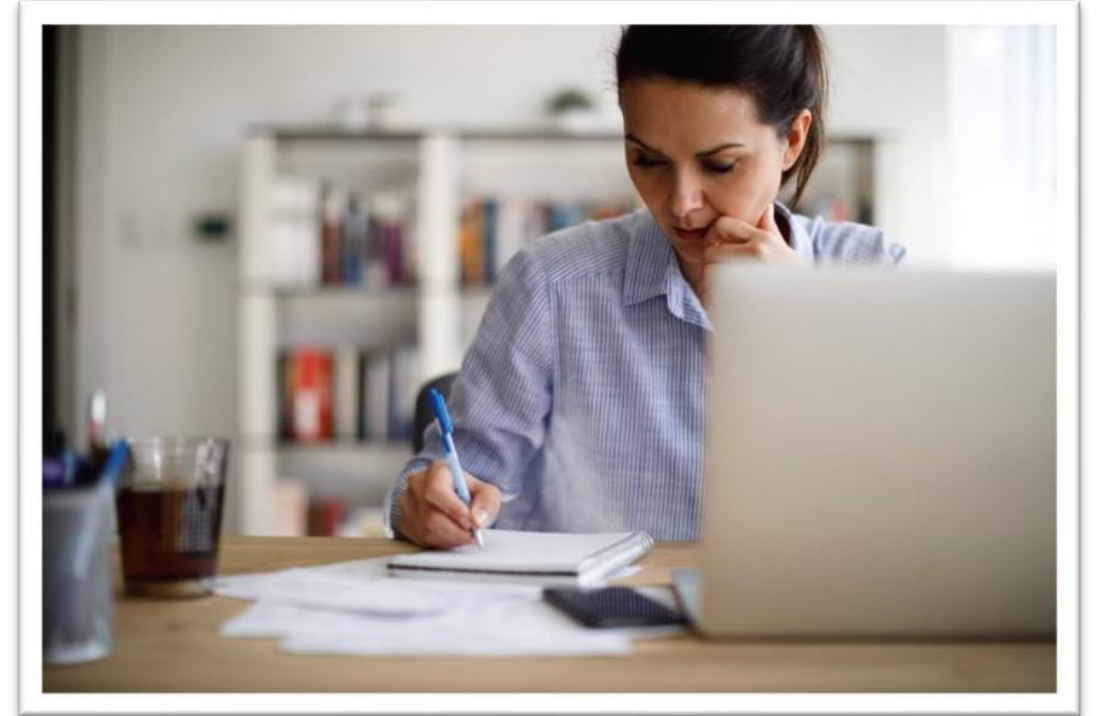
- Day-to-day, ongoing **process** that allows the manager and the employee the opportunity to communicate regularly about performance-related successes and challenges



Preparing for the Evaluation and for the Review

Before starting the review...

- Make time for the process
- Review your job description
- Review notes, goals, feedback, etc. on projects throughout the year
- **Self assess:** Compile a list of accomplishments and projects
- you have completed and send it to your manager
- Review previous goals and objectives
- Create goals and objectives for the upcoming year



Writing Your Evaluation



- Be honest with yourself
- Strive for Balance
 - Areas of success and strength
 - *"I'm proud of my work on ..."*
 - *"I made a positive impact within the team by doing ..."*
 - Areas for improvement
 - *"Here is an area I want to work on"*
 - *"This is what I learned from this experience"*
 - *"This is what we should do going forward"*
- Highlight opportunity for growth and development
 - Areas to take initiative, develop skills, and increase contributions

Writing Your Evaluation – Other Tips

- Showcase Your Talents and Contributions
- Call out your achievements with **specifics**
 - Explain how it was achieved
 - Describe your role & what you did
 - Include the impact on the department / University
- Identify your unique contributions
 - What unique characteristics do you bring?
 - How / when do you go beyond the job description?
 - Connect your strengths and skills to your results
 - Differentiate yourself not only by what you do but **how** you do it



The Review Meeting



During the meeting...

- **Clarify your role**
 - Validate your job responsibilities
 - Review whether goals were met
 - Highlight new skills/knowledge gained
- **Tune in for feedback**
 - Be an active listener
 - Solicit feedback
 - Accept feedback
 - Ask reflective questions
 - Determine and agree to next steps

After the Review Meeting

Looking ahead...

- Did you forget anything?
- Begin tracking progress on the new goals
- Regularly check in with your manager



SMART Goals



Setting Goals That Are...

Specific – Clearly defined goals specific to the role of the employee

Measurable – Establishes a concrete criteria for measuring progress toward goal completion

Attainable – Set goals that are realistic and achievable by the employee

Relevant – The goal must be worthwhile and related to the employee's skill

Time-based – A goal should be grounded, with a definite end date within which it must be achieved

SMART Goal Examples



Improve presentation skills to reduce filler words by 50% thru completing two training sessions and delivering at least three presentations with feedback by the end of next term.



Improve presentation skills

Key Points to Remember



- Performance reviews are a snapshot in time, whereas performance management is an ongoing process
- Performance reviews can be challenging, but there are steps employees can take to prepare for the process
- There are many benefits to goal setting (e.g., making employees aware of strengths and weaknesses)
- Try to write goals that are SMART (Specific, Measurable, Achievable, Relevant, Time-based)
- T&I is here to help!