

Employee Performance Evaluation: **Employee Guide**

University Values

- Excellence
- Collaborating as one university
- Acting with integrity and personal accountability
- Openness and trust
- Diversity in people and ideas
- Change and innovation
- Simplicity in our work

The Ohio State University at Lima Vision Statement (June 2014)

The Ohio State University at Lima will continue to be both the destination of choice for some students and a gateway for others to the opportunities on the Columbus campus. Upon graduation, students will be well-prepared for the workforce and ready to serve as leaders in their professions and communities. The campus will serve as a catalyst for economic development, the arts, and lifelong learning. By exceptional research, teaching, and service, faculty will encourage innovation while preserving the best of a traditional campus-centered experience. Together, faculty and staff will foster a culture of excellence. The campus community will meet the diverse needs of our students and provide them with a sound foundation for success, extending the global recognition that equates Ohio State with distinction and quality.

The Performance Evaluation Process

The performance evaluation process is a tool that facilitates communication between you and your supervisor by providing a formal structure for feedback on performance. The process provides you with an opportunity to improve productivity and develop your full potential. Defining and understanding expectations clearly is a very important part of this process. This must be mutually accomplished by you and your supervisor.

This document has been designed to provide guidance and some tips to prepare for the annual performance evaluation process.

Objectives of the performance evaluation are:

- To provide feedback on your past performance
- To agree on standards for future performance
- To develop goals and objectives for your personal and professional growth

Preparing for the Evaluation:

- Review the job description provided by Human Resources:
 - Understand performance standards
 - Review objectives set from the review period
- Conduct self-assessment:
 - List your main areas of responsibility
 - Areas you have done well
 - Areas you need to improve

- What you need from your supervisor to enhance performance
- Remember:-Be comprehensive, but concise and specific. ["I believe flexibility is one of my performance strengths. This is demonstrated in the way I handled the constantly changing priorities during Fiscal Close in June."]
 - Be as objective, honest, and realistic as possible
 - Compare your performance to the expectations, standards, and objectives that were set

Questions to consider when conducting self-assessment:

- What are my major accomplishments? What could I have done better?
- Do I understand what is expected of me? Are performance standards and work rules clear?
- What training or professional development do I need?
- Would I like to see my responsibilities change? How? Why?
- How is my relationship with my co-workers? What could they and my supervisor do to help me perform my job better? What could I do to better their performance

Handling the Review Meeting

- Remember that the review meeting is a discussion and a dialog between you and your supervisor
- Maintain good eye-contact, attentive posture, and a professional manner
- Listen and take notes
- Reflect back to your supervisor your understanding of what s/he said
- Compare the actual specific performance results and behaviors to the objectives. Stay away from blaming others and making excuses
- Emphasize strengths, as well as areas that need improvement
- Be honest and take responsibility
- Provide your ideas on how to resolve problems
- If unclear, ask for specific examples
- Set goals, expectations, and objectives together for the next review period
- Discuss development and training needs
- Share with your supervisor what you need to do your job more efficiently

Closing and follow-up

- Both you and your supervisor should sign the review document. The signature of your immediate supervisor on the completed form indicates that this is his/her fair and accurate evaluation of your performance and that the immediate supervisor has communicated their feedback to you. Your signature indicates neither agreement nor disagreement with the evaluation. It does indicate— that your supervisor has reviewed the information; that you have read the document; and that you and your supervisor have discussed the evaluation
- You will be provided a copy, and the original will go in your personnel file
- You and your supervisor should exchange ongoing feedback about performance goals and objectives throughout the year