

An Employee's Guide to the Performance Evaluation Discussion



It's time for your mid-year or annual performance evaluation discussion!

Performance evaluations provide an opportunity to review goals, accomplishments, and barriers, and to receive pointers on how to further develop as an employee within the State.

Here are some things you can do to ***make the discussion more effective and valuable for you:***

- Remember that the evaluation meeting is a collaboration and dialog between you and your manager that encourages individual goal attainment, so your Agency can achieve its goals.
- Be ready to discuss your individual career goals, recent or overall accomplishments, and those barriers that prevent you from achieving your goals; discuss your strengths and needs of improvement.
- Provide ideas and suggestions on how to overcome any barriers.
- Ask your manager for additional guidance or coaching on specific tasks or skills so that you can improve; discuss any development and training needs/desires.
- Together with your manager, establish goals, expectations and standards for the next review period
- Recap your interpretation back to your manager of what was said during the discussion to ensure that you both have the same understanding.
- If you don't agree with your manager on objectives, goals, or challenges, ask for specific examples or an opportunity to offer different solutions.
- Remember that it's a conversation.
Relax, have fun, and enjoy the growth and development process!

For questions related to your agency's specific performance management requirements and guidelines, contact your HR leader.