2013 Performance Assessment Process Instructions

Employee:

- Download performance assessment form from the Office of Human Resources website.
- Complete the employee self assessment section:
    1. Reflect upon your accomplishments and challenges over the prior year and provide a brief narrative describing your most noteworthy projects, assignments, and accomplishments and how your performance supports the vision and goals of your department, the institution, and/or the OneLeMoyne strategic plan.
    2. Consider and comment on the mission-based competencies (pg 2 of assessment form) you may have applied to support your performance throughout the year.
    3. Consider areas for personal and professional development you feel would be beneficial to your job performance such as projects, assignments, training, education, coaching, and/or other support.

- Save the performance assessment form to the shared drive
- Email the completed performance assessment form to your supervisor by Monday, April 8, 2013.

Supervisor:

- Review the employee's self assessment section of the performance assessment form.
- Complete the supervisor comments section:
    1. Review the employee's self assessment and add your comments regarding his/her performance over the review period. Include specific comments on the information provided by the employee along with your own observations and assessment of the employee's contributions and challenges during the review period.
    2. Consider and comment on the mission-based competencies (pg. 2 of assessment form) that may have supported this employee's contributions or competencies that may assist them in future work.
    3. Add your comments regarding areas for personal and professional development that you feel would be beneficial such as project work, assignments, training, education, coaching and/or other support.

- Save and print the performance assessment form.
- Schedule a meeting with the employee(s) to discuss the completed assessment.
- Have two copies of the completed form at the review meeting, one for you and one for the employee.
- Both the employee and you should sign each copy of the completed assessment form at the conclusion of the meeting.
- Send completed performance assessments to your division vice president by Monday, April 29, 2013.

References:

Guideline for Supervisors – Completing employee evaluations and conducting a meeting
Employees – Guideline for completing self assessment forms