

THE
CATHOLIC UNIVERSITY
of AMERICA



OFFICE OF HUMAN RESOURCES
Performance Evaluation
For Employees
June 2009

PREPARATION FOR THE PERFORMANCE APPRAISAL

- **Clarify performance expectations** so you are clear on the goals and objectives of your position. Know your job responsibilities and be familiar with the content of your Official Position Description. You may obtain one by contacting Lisa Koker, Employment Manager, in the Office of Human Resources at ext. 4173 or via e-mail at koker@cua.edu.
- **Document your accomplishments** throughout the year in preparation for discussion during the performance evaluation. You can use the Pre-Appraisal form located at: <http://humanresources.cua.edu/forms/>.
- Review CUA's Performance Evaluation Form so that you are knowledgeable about certain criteria you will be evaluated on during the Performance Appraisal Process. The forms are available on the HR website at: <http://humanresources.cua.edu/forms/>.



CONDUCTING YOURSELF DURING A PERFORMANCE APPRAISAL

- Go into the meeting with your supervisor with an open mind.
- *Listen* to your supervisor and be receptive to the feedback.
- Take notes during the discussion.
- Request specific examples (*critical incidents*) to support your supervisor's evaluation of your work performance.
- Be receptive to discussion regarding corrective measures that are required, if applicable.
- Speak freely and offer feedback with professionalism, respect, and tact.



PERFORMANCE APPRAISAL OUTCOME(S)

What should you expect?

At the close of your Performance Appraisal you should have a clear understanding of the status of your current work performance along with future goals and objectives for your position.

Your supervisor may initiate discussion with you based on the following categories of performance:

- ***Satisfactory Performance Evaluation*** (promotion)- discussion of a career plan with you and outline or develop a specific action plan for educational and professional development to move you into a promotion.
- ***Satisfactory Performance Evaluation*** (maintenance)- discussion on maintaining your current level of performance.
- ***Unsatisfactory Performance Evaluation***- if your performance is unsatisfactory but correctable, your supervisor may utilize a *Performance Action Plan (PAP)* to provide you with a “roadmap” on how to improve your work performance.

