



Guidelines for the Employee

- 1. Prepare for your appraisal by filling out the Performance Appraisal form. You may also fill out the Employee Self-Appraisal, although this is optional. This will organize your thoughts and provide input for a discussion with your supervisor.**
 - when listing your strengths, be sure to describe how they contribute to the unit
 - everyone has areas where they can improve – suggest things that would help you, such as training, additional tools, more frequent or different kinds of feedback, etc.
 - bring examples of your projects/work

- 2. Review documents.**
 - Ask for your supervisor's feedback on what you have written.
 - Review what your supervisor has written.
 - Discuss both the areas where you and your supervisor agree as well as the areas where you do not agree.

- 3. Set goals to**
 - build on your strengths
 - develop your knowledge, skills and abilities
 - improve your performance in target areas.

- 4. Schedule follow-up sessions to insure that both of you stay on track.**
 - Schedule monthly, quarterly or semi-annual meetings with your supervisor to review your goals
 - Personally review your goals monthly to see if you are on track. Let your supervisor know the results of your review at your scheduled meetings or request additional meetings as necessary.
 - If your goals need to change during the year (change in dept. priorities, scheduling conflicts, etc.), discuss with your supervisor what your revised goals should be.