Making the Performance Appraisal Process Work for You

Performance and Staff Development Program
Performance and Staff Development Program Goals

- Provide accurate, written feedback on performance and accomplishments for the appraisal cycle
- Establish performance goals/expectations for coming appraisal cycle
- Address professional development needs and learning goals using competencies or other feedback
Prepare for Appraisal Meeting

- Complete Self-Appraisal Worksheet
  - Use the Online Performance Appraisal System at https://portal.hr.upenn.edu/
  - Collect performance data from your files
  - Review goals, expectations, projects for this appraisal cycle
  - Assess progress at meeting goals, cite specific examples
  - Respond to competencies, professional development needs identified by supervisor
  - Discuss professional development needs for next cycle
MARKET YOURSELF!

- Cite specific examples of how you achieved established goals
- Describe results of your efforts
- Note areas where you took initiative and made improvements
- Discuss how your contributions impacted the department’s, school’s, or center’s goals
- Explain how you enhanced your skills, abilities
Took initiative to learn Access, then used it to create a new applicant flow report for Admissions. The department uses the new report data to evaluate and refine recruitment strategies and outreach.
Self-Appraisal Sample Entry

Supported the new monthly undergrad lecture series by: securing locations, dates and catering; accurately preparing all handouts and materials at least one week prior to each event; marketing the series to undergrads by drafting and distributing emails; and registering students.

Compiled, analyzed evaluation survey data for the series and submitted final evaluation report to the Director within one month of the last lecture in the series. I received written positive feedback and a 4.9/5.0 average evaluation rating on logistics for the series.
Professional Development

- Discuss professional development activities to enhance job performance and/or career goals
  - Formal or Informal Training
    - Consider courses sponsored by the Division of Human Resources
  - Developmental Assignments
    - Assignment to Project Team
    - Train/mentor other co-workers
    - Design or revamp a new program or process
  - Enhance competencies needed on job
  - Work on career goals
    - Consult with Penn’s Career Coach (8-3400)

https://www.hr.upenn.edu/myhr/learning/career/coaching
Before the Appraisal Meeting

- Review Self-Appraisal Worksheet and Job Description
- Jot Down Notes and Questions to Cover in Meeting
At the Appraisal Meeting

- Engage in active listening
- Be aware of your non-verbal responses
- Be open to feedback and receptive to new ideas
- Take notes
- Give your feedback and ask questions
- Discuss your professional development needs
- Ensure that you understand the goals for the coming cycle
After the Appraisal Meeting

- Review Performance Appraisal
- Get clarification, if needed
- Electronically sign appraisal via the Online Performance Appraisal System
- Submit comments via the online system, if desired
- Review goals throughout the year
During the Appraisal Cycle

- Regularly review performance goals to assess your progress
- Regularly update your supervisor on your progress
- Keep records of projects, accomplishments, feedback
- Clarify goals as needed, especially if goals change during the year
- Enhance competencies identified
- Address professional development goals
Performance Appraisal Schedule

- June 1, 2017 – University deadline for completion of performance appraisals
- Check with your supervisor about when your self-appraisal is due
For More Information or Assistance

- Consult with your supervisor

- Access the Human Resources web site at:
  https://www.hr.upenn.edu/myhr/payandperform/appraisal/performance-management-programs

- Contact your school or center Human Resources professional

- Contact Division of Human Resources, Staff and Labor Relations – 215-898-6093