

Formal Performance Appraisal Review Checklist for Managers

In advance of the formal review meeting:

Set up the Meeting:

- Set a date for the evaluation.
- Ask employee to complete a self-evaluation (optional).
- Forward a copy of the organization's mission, vision, guiding values and goals in advance.
- Schedule enough time for the meeting (usually one hour).
- Notified the employee of the meeting and logistics, preferably not in your office.

Prepare for the meeting:

- Review employee's self-evaluation (optional) and job description.
- Review employee's previous year's goals.
- Review employee's performance record (See Performance Observations).
- Create draft performance review in the online system.
- Draft goals to be discussed in the online system.
- Prepare a list of expectations to discuss.
- Review organizational objectives.
- Share draft appraisal with your manager for input (optional).
- Refresh memory about the employee including:
 - Length of service with the department/University.
 - Educational background.
 - Experience background.
 - Level of technical skills.
 - Current projects.
 - Projects the employee has completed during the review period.
 - Attendance records.

The day of the performance review:

- Arranged for all calls, visitors, and interruptions to be avoided.
- Make the room comfortable, seating, lighting, and air temperature, etc.
- Employee job description.
- Draft performance review.
- List of goals and objectives created during the last review.
- Performance documentation.
- List of expectations to be discussed.
- Draft goals for next year.
- Paper and pen for taking notes.

During the Evaluation

- Provide employee with a listing of your expectations for their position.
- Discuss employee's progress toward goals and assessment of competencies.
- Identify work related goals.
- Ask employee about undocumented contributions to the unit.
- Ask employee about obstacles toward progress.
- Verify employee has resources needed to achieve goals.
- Listen to the employee, watch body language.

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If there is time:

- Discuss the employees professional career goals
- Discuss the employees work goals
- Not enough time to discuss goals then set another meeting to discuss proposed career and work goals.

Post-evaluation

- Modify performance review if needed in the online system
- Update job description if needed and communicate changes to ER/HR
- Finalize and sign the employee performance form
- Route updated performance review to the employee for her/his signature
- Route updated and signed performance review to your manager for final signature and logging the appraisal into the performance appraisal database.