

The Staff Member's Role In the Performance Review and Development Process

Maintain a Personal Assessment File

Keep a file on your development as a University of Puget Sound staff member. This file is for your personal reference and might include such items as:

- The current job description for your position
- Any available performance standards and objectives for your position, work unit, and/or department
- Copies of any performance development or other action plans you and your supervisor worked on during the review period
- Personal objectives you've established for your job performance and/or your professional development
- Copies of prior performance reviews
- Record of formal and informal training you've completed
- Record of noteworthy projects or areas of accomplishments
- Record of formal and informal feedback you have received from the persons served by the work you perform, colleagues, coworkers, etc.

Understand the Objectives

Know the relationship between the mission and objectives of the University, your department, your work unit and your job. Understand how your work relates to the overall success of the University.

Know the Performance Standards for Your Job

Know what the expectations are for your work and how your performance will be measured. Consider the following as possible sources for performance standards for your job:

- The current job description for your position
- Expectations of the persons served by the work you perform
- Performance appraisal criteria
- Professional standards
- Performance objectives
- Unit, department, University mission or objectives
- Knowledge, skills or abilities required for the position
- Existing guidelines, policies, contracts or regulations

Assess Your Own Performance

Reflect on your own performance in relation to the standards for your job, work unit, department. Identify areas in which you believe you are meeting or exceeding those standards and areas in which you see room for improvement. Be prepared to discuss your ideas about how you might continue to develop your skills and abilities.

Meet with Your Supervisor

Every staff member normally participates in a formal performance interview annually. This meeting includes the performance review and possibly the creation of a professional development or action plan. If a plan is developed, it will then shape how frequently you and your supervisor will meet to review and revise that plan.

Complete the Process in a Timely Manner

Review, comment on, and sign the Staff Performance Review Form normally within two weeks of receiving it.