

HOW COMPANIES EVALUATE THEIR EMPLOYEES

ABOUT EMPLOYEE EVALUATIONS

WHAT ARE THEY

A meeting between an employee and their supervisor to assess the employee's job performance, set goals for professional development, and identify additional trainings.

PURPOSE

To continuously re-evaluate if an employee understands the expectations within their role, has met the previously set goals, and recognize any awards or achievements.

FREQUENCY

Commonly completed at least once per year, however more companies are starting to complete employee evaluations more regularly, as often as quarterly, or even monthly.

HOW PERFORMANCE IS EVALUATED

Every company measures employee performance differently, using either online templates, forms, or simply a free-form discussion. Whichever method a company chooses, the following topics are usually covered:

PERFORMANCE STANDARDS

Has the employee met the standard requirements for their position?
What are S.M.A.R.T. goals to help the employee improve their performance?
What are the objectives needed to achieve these goals?

STRENGTHS AND WEAKNESSES

What are the employee's strengths? Areas of opportunity?
What trainings or professional development opportunities are beneficial and available to the employee?

PROFESSIONAL ACHIEVEMENTS

Has the employee exceeded the expectations of their role?
Is the employee eligible for a promotion, raise, or other financial compensation for their performance?

BENEFITS FOR THE EMPLOYER

Holds employees accountable
Identifies areas of opportunity
Improves team efficiency
Increases and improves communication

BENEFITS FOR THE EMPLOYEE

Recognition of hard work and dedication
Promotions, transfers, or rewards
Professional development
Increased job satisfaction

PREPARING FOR YOUR EVALUATION

1. ACHIEVEMENTS LOG

At the beginning of your new job, keep a log or journal of your professional achievements. Log any successes in your role, projects accomplished within your team or another group, completed trainings, and any other achievements. Use this to show how you add value to your company.

2. GATHER MATERIALS

Put together a folder with documents of any accomplishments, strengths, areas of opportunity, and questions regarding your expectations for your role. Your documents may include: your achievements log, project status reports, documentation of professional accomplishments, weekly and monthly reports, etc.

3. SELF-EVALUATION

Assess your own performance within your role by cross referencing your daily tasks with the specific role requirements laid out in your job description. Evaluate how the work you do every day aligns with what is expected of you.

4. AREAS OF DEVELOPMENT

Consider your assessment of your performance and your professional goals. Create a list of areas within your role that you are struggling with, skills you want to develop, trainings you want to complete, and anything else that will help you improve your performance and reach your future career goals.

5. GOALS

Employers appreciate employees who come prepared to an evaluation with plans for how they want to advance professionally. Bring a list of professional goals to discuss how you are able to work toward advancement within your role and company.

RESOURCES OF PREPARING FOR AN EVALUATION

‘7 Things to Do the Night Before a Review (if You Want it to Go Well)’ – Alyse Kalish with The Muse
<https://www.themuse.com/advice/7-things-to-do-the-night-before-a-review-if-you-want-it-to-go-well>

‘How to Prepare for a Performance Review’ – Margaret Steen with Monster
<https://www.monster.com/career-advice/article/how-to-prepare-for-a-performance-review-hot-jobs>

RECOVERING FROM A BAD PERFORMANCE REVIEW

MENTALLY PREPARE	Understand that your performance evaluation is just one individual's opinion of your work within a specific position, but it does not define your professional or personal worth. Do not become defensive, use it to improve your job performance.
SELF-REFLECT	Look at your supervisor's feedback objectively and evaluate its validity. Though it may be difficult to accept there are areas you struggle with in your job, it is important to accept the feedback and reflect on your work. Is there clear direction about your roles and responsibilities? Is there something in your home life affecting your work?
MAKE A PLAN	Hearing negative feedback can be challenging. Instead of reacting with anger and disregarding your supervisor's opinion of your performance, work with them to create S.M.A.R.T. goals with objectives to help you improve. Identify trainings and other resources to help you reach your goals and show initiative.
SCHEDULE A FOLLOW UP	If your manager does not offer to schedule additional meetings to follow up on your progress, request to schedule a meeting in a relevant time frame. Continue to schedule these meetings every few months, even after you have reached your goals. This shows initiative, commitment to the plan, and builds a strong relationship.
EXPRESS APPRECIATION	Always thank your supervisor for their feedback on your performance, even if it was a negative review. Show them you can handle constructive criticism professionally and that you are willing to learn and grow from their comments.
SECOND OPINION	If you feel your supervisor's perspective of your work is incorrect, ask for specific instances and further detail to deepen your understanding, request input from trusted colleagues, and continue showing initiative by working on improving anyways.

RESOURCES ON DEALING WITH BAD PERFORMANCE REVIEWS

'Three Ways To Bounce Back From A Negative Performance Review'– Forbes

<https://www.forbes.com/sites/forbescoachescouncil/2022/04/29/three-ways-to-bounce-back-from-a-negative-performance-review/?sh=68f6417d1e86>

'Your Performance Review Wasn't Fair- Let Yourself Be Mad, Then do This' – Amy Elisa Jackson with Fast Company

<https://www.fastcompany.com/40405264/your-performance-review-wasnt-fair-let-yourself-be-mad-then-do-this>

BE A STANDOUT EMPLOYEE

TOP TEN CRITICAL SKILLS

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|------------------------|--------------------------|
| 1. COMMUNICATION | 6. ABILITY TO PRIORITIZE |
| 2. TEAMWORK | 7. CREATIVITY |
| 3. CRITICAL THINKING | 8. SALES SKILLS |
| 4. INTEGRITY | 9. FLEXIBILITY |
| 5. CULTURAL COMPETENCY | 10. INTERPERSONAL SKILLS |

HOW TO GET YOUR BOSS TO NOTICE YOU

ARRIVE EARLY	Your supervisor will notice if you arrive early prepared to work before anyone else, it will help you build a connection with them, and increase your opportunities for advancement.
STAY LATE	When your supervisor offers overtime, has shifts that need to be covered, or needs someone to stay late to help with projects volunteer often to set yourself apart from others.
MAKE SMALL TALK	Building a relationship with your supervisor is a great way to set yourself up for career success. Make a genuine effort to learn about their interests and career path.
CONTRIBUTE	Speak up in meetings when appropriate and provide updates on current projects, contribute ideas to resolve problems, and volunteer to help with upcoming tasks.
TAKE INITIATIVE	Once you complete your required tasks, do not wait for your supervisor to assign you a new project. Take initiative to find new projects, assist team members and other groups with projects, or volunteer to organize something new for your group of company.
BE VERSATILE	Show your ability to work cross-departmentally, willingness to put in extra work and time, and dedication to developing your professional skills and experience by building relationships with colleagues in different departments and offering to help with projects.
WORK HARD	Working hard is the best way to stand out. Employers take notice when employees consistently go above and beyond what is expected of them.

ChatGPT Questions for Employee Evaluation

- ✓ How will I be evaluated by my manager in an accounting position?
- ✓ What should I do if I get a bad work performance review?
- ✓ How do I communicate that I will not make a work deadline?

RESOURCES ON STANDING OUT

'6 Powerful Ways to Stand Out at Work' – Jeff Haden with LinkedIn Learning

<https://www.linkedin.com/pulse/20130205133852-20017018-six-powerful-ways-to-stand-out-at-work/>

'7 Unexpected Habits That Make You Stand Out at Work' – Carina Wolff with Bustle

<https://www.bustle.com/p/7-unexpected-habits-that-make-you-stand-out-at-work-7943559>