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***Good to Know!***

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# **Tips and Tools for Performance Reviews**

As you begin to think about your employees’ performance reviews for the current performance year (June 1, 2017 to May 31, 2018), here are some tips and tools that will benefit you and your direct reports.

## **Self-Appraisal E-Form**

Encourage your direct reports to use and submit the [Self-Appraisal E-Form](http://www.auburn.edu/administration/human_resources/compensation/ccp/pm%20self%20appraisal-electronic.doc) that is available on the Forms page of the Human Resources website. UC-Berkeley also provides [several questions](https://hr.berkeley.edu/performance/performance-management/cycle/review/tips/employees) that employees may find useful when completing this form:

**Don’t forget!**

\* For most departments, the deadline to submit Performance Reviews to the Human Resources Liaison for this performance year is June 29. **Supervisors and managers should confirm the deadline with their Liaison.**

\* Reviews are required for all regular full-time and part-time employees.

* What were your accomplishments for the year? (ex.: Goals and/or projects completed.)
* Which professional development courses did you complete that were applicable to your job (i.e. HRD training, etc.)?
* What could you have done better?
* Do you understand what is expected of you?
* Are performance standards and work rules clear?
* What training or professional development do you need?
* Would you like to see your responsibilities change?  How?  Why?
* What career goals do you have?  What do you need to attain those goals?
* How are relationships going with your co-workers?
* What could your supervisor do to help you in better performing your job?

***(Note: In the next few days we plan to share this information with employees.)***

## **Second-Level Signature**

The performance review form must be signed by both the supervisor and the second-level supervisor prior to conducting the review. In chronological order:

1. First, the form will be completed and signed by the supervisor;
2. It will then be approved by the second-level supervisor, and,
3. Then the supervisor reviews the form with the employee.

## **Face-to-Face Interviews**

At Auburn University, the performance review meeting must also be conducted “face-to-face.” We encourage you to review the [“Good to Know!” from June 7, 2017](https://www.auburn.edu/administration/human_resources/good2know/performance_review_meetings.html), for several tips on conducting performance review meetings.

## **For More Information**

If you have questions or need assistance, contact your HR Liaison or Penny Houston, Coordinator, HR Development, at 844-1693 or [pdh0007@auburn.edu](mailto:pdh0007@auburn.edu).