



Preparing to write the Performance Evaluation Form

- Review the Position Description before rating the employee.
- Review the goals established for the performance period last year before writing the evaluation.
- Where internal process requires, consult with your Dean, Director or Department Head before meeting with the employee.
- Evaluate the employee on the performance of his or her duties as described on the position description, against goals established for the performance period, and against performance expectations.
 - Use concrete and representative examples of performance wherever possible.
 - Review the rating scale and criteria for each rating to ensure your evaluation is appropriate.
 - Consider the entire performance review period in making your evaluation.
 - Rate each employee on actual past performance and not on potential performance.
- Base performance comments on instances of performance which you have either observed or which have come to your personal attention.
- Identify areas of growth and development.
- Establish goals with expected outcomes for the upcoming performance period.