Preparing for Your Self-Review and the Annual Performance Appraisal

INTRODUCTION
As a Saint Mary’s staff member, you are a partner in the performance appraisal process and the planning associated with it. The year-end review for staff is initiated by staff members when they complete their self-review within GAELPerform (SMC’s e-appraisal system powered by Halogen).

For the performance appraisal process to be meaningful and add value to you, please begin preparing for it once you receive notification that the process has been opened in GAELPerform (if not before). You can enhance the quality of this experience for you and your manager by taking time to reflect on and prepare for your performance review.

OVERVIEW
The GAELPerform annual review process consists of seven steps and each step has an “owner”—the person responsible for completing that step or “action.” The first step in the process is when the person being appraised writes his/her self-review. Until a staff member writes a self-review, the process cannot move forward to the second step.

1. Employee writes self-review
2. Manager writes employee review
3. Employee reads manager’s comments/ratings in preparation for 1:1 meeting
4. Manager meets with employee to discuss review and then adds final comments
5. Employee adds comments (if any) and signs off
6. Manager signs off
7. Second level manager signs off

Currently SMC’s review form for non-supervisory staff contains 2 primary appraisal sections, plus the summary evaluation sections; the form for supervisory staff contains 3 primary appraisal sections, plus the summary evaluation sections:

A. All staff: In Section A you will complete a self-evaluation of your performance in relation to Key Accomplishments and/or Goals Achieved during the year being reviewed. On the performance review form (accessed via your GAELPerform homepage), use the EMPLOYEE COMMENTS boxes to write specific details and examples of your major accomplishments and/or goals achieved. Also note any improvement areas you believe you should work on.

B. All staff: Section B-1 contains Core Organizational Competencies. These competencies represent broad skills and approaches to work that all staff are expected to demonstrate, regardless of their specific roles. You don’t need to write a “book,” but do describe some ways you’ve demonstrated each competency or explain aspects you might need to improve.

C. All staff: Sections C-D are for overall summary comments and overall performance rating.
D. **All staff:** **Section E** is where you and your supervisor develop goals for the upcoming year. Develop these goals thoughtfully. They will auto-populate into Section A of next year’s review form (but can be edited, as needed, on next year’s form)

E. **If You Are a Supervisor:** In addition to the above sections, supervisor review forms have **Section B-2** that contains **Manager Competencies** that all managers, regardless of their specific role or level in the organization, are expected to demonstrate. As with the Core Competencies section (B-1), offer some examples that illustrate how you demonstrated each competency or explain aspects that may require improvement.

**This year, the annual review period begins July 9 and extends through October 31, 2015.**

However, GAELPerform, like all e-appraisal systems, requires that each step be assigned a designated time frame. This means that **due dates** are linked to each step of the process.

Being an **email-driven system**, notifications are sent to remind the “owner” of a particular step when that step is ready for him/her to complete. Your GAELPerform Homepage indicates the due dates for each step. GAELPerform software also sends reminders when an individual’s action step is nearing its due date and also when the due date has passed and the action is overdue.

**Questions To Help You Reflect and Prepare**

1. What are some of my major accomplishments?
2. How have I supported my department’s goals or contributed to the College’s strategic direction? How do I think campus partners, peers, and team members view my performance?
3. Looking at my previous performance goals, did I accomplish what was expected? If not, what hindered my accomplishments? How did I address these barriers?
4. What professional strengths do I want to build on? What part of my performance can I improve or change?
5. Have my job responsibilities changed over the past year? If so, do I need to discuss changes to my job description with my manager?
6. What future goals do I have in mind for this upcoming year? Long-term?
7. Are there specific development opportunities or job-related training that might enhance my job performance?
8. What questions do I want to ask my manager?

Your goal is to honestly and openly communicate with your manager. Allowing time for advance thought will allow you to evaluate your performance, identify your professional development goals, and recommend ways to improve, where needed.