

Handling the appraisal meeting – Tips for Employees

Tips for a successful meeting

1. Remember that the appraisal meeting is a discussion and a dialog between you and your supervisor.
2. Maintain good eye-contact, attentive posture, and a professional manner.
3. Listen and take notes.
4. Reflect back to your supervisor your understanding of what your supervisor said.
5. Compare the actual specific performance results and behaviors to the standards. Stay away from blaming others and making excuses.
6. Emphasize strengths, as well as areas that need improvement.
7. Be honest and take responsibility.
8. Provide your ideas on how to resolve problems.
9. If you don't agree with your supervisor, ask for specific examples.
10. Set goals*, expectations, and standards together for the next appraisal.
11. Discuss development and training needs.
12. Tell your supervisor what you need to do your job more efficiently

**Goals should be SMART: Specific; Measurable; Attainable; Relevant; Timely.*

Be willing to discuss:

- What are your major accomplishments?
- 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 they do to help you perform your job better?
- What could your supervisor do to help you perform your job better?