

# Completing Your Self-Evaluation

MEANINGFUL CONVERSATIONS

# Completing Your Self-Evaluation

- ▶ As a result of this training, participants will be able to:
  - ▶ Appreciate the importance of receiving feedback and know how it will be delivered;
  - ▶ Understand the steps of the annual review process;
  - ▶ Complete their self-evaluation using the performance review form;
  - ▶ Realize the due dates for each part of the process, and
  - ▶ Know where to find more information about the process

# Feedback

Feedback is essential in the workplace to help clarify expectations, build your confidence and encourage you to learn from your experiences.

- ▶ **Constructive** – balanced information that will help resolve an issue or focus an individual to the future
- ▶ **Timely** – provided within a reasonable timeframe and periodically
- ▶ **Specific** – based on observed performance compared to the standard or objective
- ▶ **Impactful** – linked to the importance of the College's vision, mission and/or business plan
- ▶ **Caring** – shared in a way that demonstrates care and concern for you
- ▶ **Reciprocal** – presented as an open dialogue that encourages an exchange of ideas and perspectives

# The Review Form

- ▶ Consists of four sections you need to expand and complete:
  - ▶ Goals
  - ▶ Competencies
  - ▶ Developmental Comments
  - ▶ Overall Comments
- ▶ **Goals** – created by your supervisor or you and is work that is in addition to regularly assigned duties
- ▶ **Competencies** – vary by the role you have on campus

	Competency 1	Competency 2	Competency 3
Employee	Continuous Learning	Service Focus	Performance of Regularly Assigned Duties
Supervisor	Teamwork/ Collaboration	Functional Expertise & Technical Proficiency	Performance of Regularly Assigned Duties
Senior Officer	Leadership	Results/ Achievement Orientation	Performance of Regularly Assigned Duties

# Goals and Review Templates

- ▶ Goal achievement is important for College's viability and employee success
- ▶ Based on the date range of the goals, your review form will contain goals for the current review period.
- ▶ Goals cannot be edited once review forms are distributed.

# Goal Progress Throughout the Review Period

- ▶ Goals should be worked on throughout the review period and progress can be noted in the Employee Portal
  - ▶ Myself > Career & Education > Goals
- ▶ Once a goal is complete, goal progress should equal 100%
- ▶ Both the employee and supervisor can enter information about goal progress

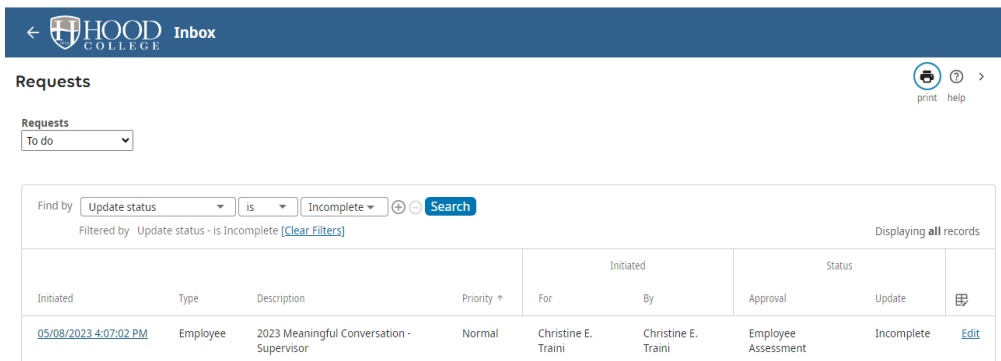
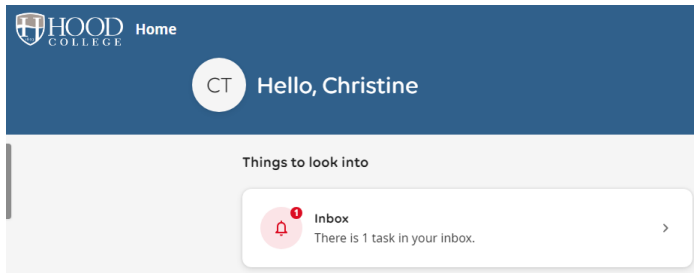
The screenshot displays the 'Goals' page in the Hood College Employee Portal. The page header includes the Hood College logo and the title 'Goals'. A search bar is located at the top right, with filters for 'Status' (Active) and 'is Active'. The main content area is a table listing three active goals. The table columns are: Title, Description, Type, Start Date, Due Date, Weight, Goal Progress, Status, Created By, and Delete. The first goal is 'Build Strategic, Customer-Centric HR Function' with a weight of 34% and 0% progress. The second goal is 'Employee Engagement' with a weight of 33% and 0% progress. The third goal is 'Expand Employee Diversity' with a weight of 33% and 0% progress. A sidebar on the left contains navigation options such as Company Info, Jobs, and Career & Education, with 'Goals' highlighted under the 'Career & Education' section.

Title	Description	Type	Start Date	Due Date	Weight	Goal Progress	Status	Created By	Delete
<a href="#">Build Strategic, Customer-Centric HR Function</a>	Develop and/or improve HR processes and ways of working that are strategic, data driven, customer-centric ...	Internal Business Processes	07/01/2022	06/30/2023	34 %	0% complete	Active	Traini, Christine E	<input type="checkbox"/>
<a href="#">Employee Engagement</a>	Develop actions plans in collaboration with VP, Community & Inclusivity and Director of Institutional ...	Strategic Plan	07/01/2022	06/30/2023	33 %	0% complete	Active	Traini, Christine E	<input type="checkbox"/>
<a href="#">Expand Employee Diversity</a>	In support of new strategic plan goal to review and improve structural policies/practices to expand ...	Recruitment and Retention	07/01/2022	06/30/2023	33 %	0% complete	Active	Traini, Christine E	<input type="checkbox"/>

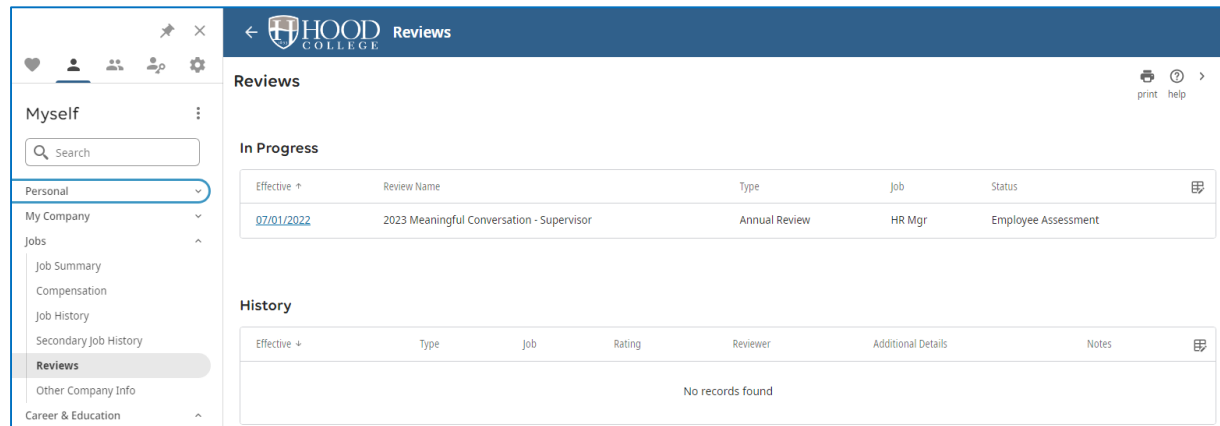
# Completing Your Self-Evaluation

**Step 1:** Locate your review form in one of two ways:

► **Inbox**



► **Myself > Jobs > Reviews**



# Completing Goals & Competencies Sections

- ▶ Click Start to open each section of the form
- ▶ Select the number of stars to rate yourself against completing the goal or competency
- ▶ Add commentary to support your rating
- ▶ **Save your progress regularly!**

2023 Meaningful Conversation - Supervisor

**Christine E. Traini - Goals**

Provide details on progress and achievement of each goal for the review period.  
Rating Scale [Four Point Goal Assessment Scale](#)

[Employee Goals](#)

**1. Build Strategic, Customer-Centric HR Function**  
0% complete

Develop and/or improve HR processes and ways of working that are strategic, data driven, customer-centric and efficient. Help team develop focus on process improvements, compliance and responsiveness to leaders and employees.

[Show details...](#)

[Notes](#)

**Christine E. Traini**, Employee  
☆☆☆☆

Add your comments

Section Weight: 50%

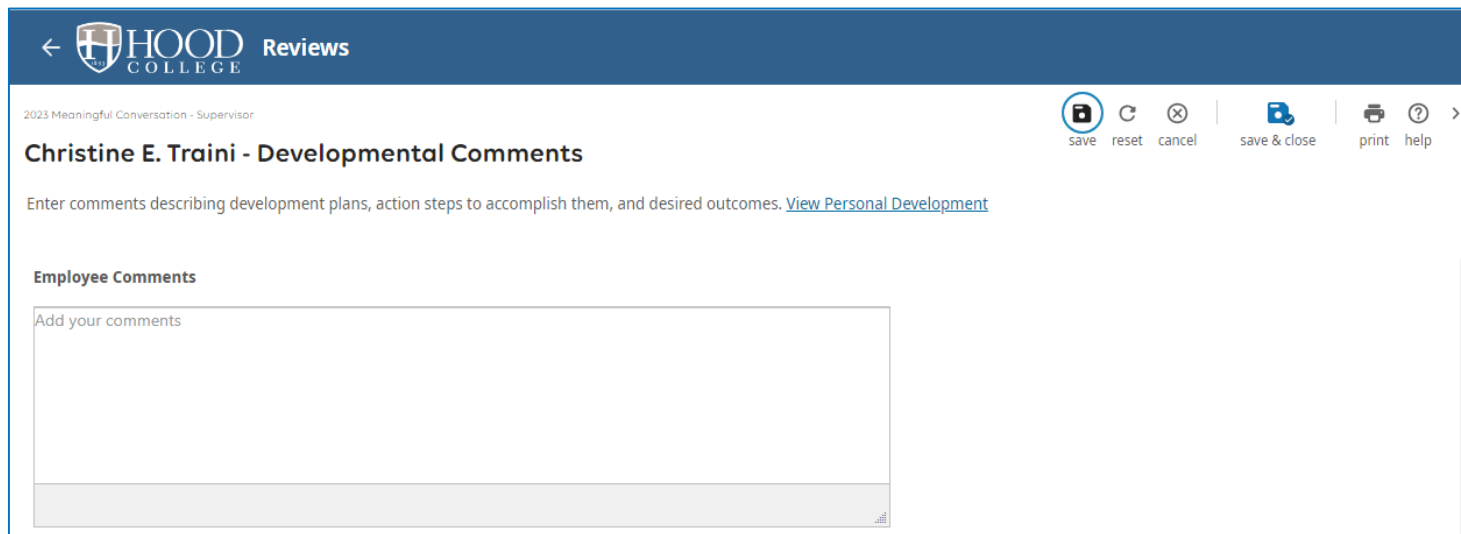
Goal Weight: 34%

save reset cancel save & close print help



# Completing Developmental Comments

- ▶ Click Start to open this section of the form
- ▶ Free-form text box available to document development needs, desired outcomes and ideas for action steps to accomplish development needs
- ▶ **Save your progress regularly!**



The screenshot shows a web interface for HOOD COLLEGE. At the top left, there is a back arrow, the HOOD COLLEGE logo, and the word 'Reviews'. Below this, the text '2023 Meaningful Conversation - Supervisor' is visible. The main title of the section is 'Christine E. Traini - Developmental Comments'. To the right of the title is a toolbar with icons for 'save', 'reset', 'cancel', 'save & close', 'print', and 'help'. Below the title, there is a prompt: 'Enter comments describing development plans, action steps to accomplish them, and desired outcomes. [View Personal Development](#)'. Underneath this is a section titled 'Employee Comments' which contains a large text input area with the placeholder text 'Add your comments'.

# Completing Overall Comments

- ▶ Click Start to open this section of the form
- ▶ Free-form text box available to document overall comments about job performance
- ▶ **Save your progress regularly!**

The screenshot shows a web interface for Hood College Reviews. At the top left, there is a back arrow, the Hood College logo, and the text "Reviews". Below this, it says "2023 Meaningful Conversation - Supervisor". The main title is "Christine E. Traini - Overall Comments". On the right side, there are icons for "save", "reset", "cancel", "save & close", "print", and "help". The main content area contains a text box labeled "Comment:" with the placeholder text "Add your comments". Below the text box is a grey bar.

# Sending Review to Your Supervisor

- ▶ Send your review form to your supervisor once you have completed all sections and you are satisfied with your ratings and commentary

HOOD COLLEGE Reviews

Review Summary

Conversation.

Contributors

Christine E Traini  
Due Date 06/30/2023

Tammi R Simpson  
Due Date 07/28/2023

Andrea E Chapdelaine Tetreault  
Ph.D.  
Due Date 08/11/2023

Review sections

	Employee Rating	Manager Rating	
Goals	—	—	Start
Competencies	—	—	Start
Developmental Comments	N/A	N/A	Start
Overall Comments	N/A	N/A	Start
Final Score	—	—	

Send

Send to the next contributor.  
Routing Comments

These comments will not appear on the final review and are visible to all review contributors.

# Due Dates & Responsibilities

Due Date	Process Steps	Who's Responsible
June 30	Employee completes Self Evaluation and sends to their Manager (Mgr 1)	Employee
July 28	Mgr 1 completes evaluation and submits to Next-Level Manager (Mgr 2) for review and additional comments. * Ratings and comments should not be discussed with employee during this time in order for Mgr 2 or President to provide input.*	Manager 1
July 28	Employee and Mgr 1 plan and discuss new goals for the 2023-24 review year	Employee & Manager 1
Aug 11	1. Mgr 2 reviews evaluation. Important Note: Mgr 2 may send form back to Mgr 1 to revise ratings and comments. If so, Mgr 1 re-submits updated review to Mgr 2.  *Reviews held at Mgr 2 phase while President completes her review*  1. Mgr 2 reviews evaluation and provides comments (optional). 2. Form is sent back to Mgr 1 and Employee no later than August 16 <sup>th</sup> .	Manager 2
Aug 16	President reviews Meaningful Conversations and may request changes to Mgr 1 ratings and comments for some individuals.	President
Aug 17 - 31	Manager schedules and conducts 1:1 Meaningful Conversation discussion with Employee	Employee
Sept 1 - 6	Employee signs acknowledging review, and Mgr 1 submits review	Employee & Manager 1
Sept 8	HR closes 2022-23 Meaningful Conversation process	HR
Sept 15	Mgr 1 or Employee enter 2023-24 goals in the Employee Portal	Manager 1 or Employee

# Questions and Who to Contact

- ▶ Email, call or IM Christine Traini with questions about the review process
- ▶ Information is available on the HR website:
  - ▶ Learning & Development > Meaningful Conversations

