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.