# Participating in a Virtual Performance Evaluation

## Considerations, Prep Checklist, and Resources

*As you prepare to conduct a performance evaluation, thanks for referencing [https://hr.wayne.edu/performance](https://hr.wayne.edu/performance) for the **temporary, manual fillable PDF forms** we'll be using in 2021 as we work to simplify the performance management process & system in the future and the below tips for preparing for a great, potentially **virtual**, conversation.*

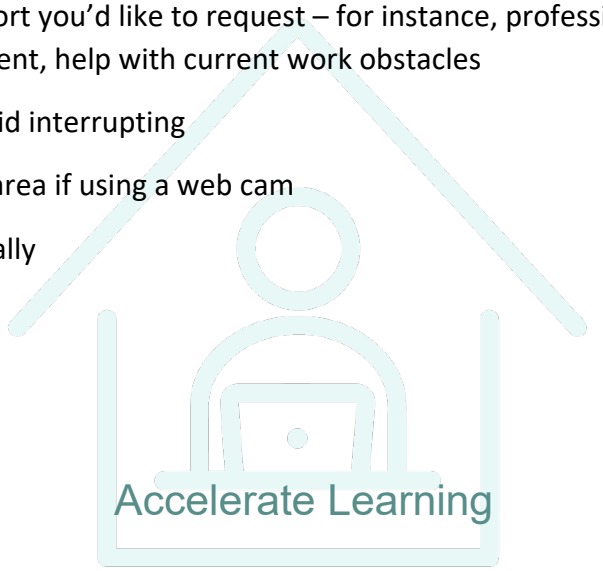
Consider **your goals** for this discussion:

- ❑ What are you most proud of? What **accomplishments** do you wish to be sure to share? What **materials** do you need to gather to share evidence of them/their impact?
- ❑ What **support** would be helpful? What challenges have you experienced in the past year in terms of completing your work or in terms of working during this pandemic?
- ❑ What **professional development**/training would be helpful? What would you like to learn? Why? How could this help you… your team… those you serve?
- ❑ What **career goals** might you share? Is there a specific request you could make to ask for your manager's help?
- ❑ What would you like to learn more about in terms of future priorities or changes within the University, your School/College/Division, or your department? What other **questions** you might ask?

Checklist and Accelerate learning resources on page 2

# Preparation Checklist

- ❑ Be sure meeting is scheduled during a time you're free from distraction
- ❑ Become familiar with the meeting technology, access learning about it and practice
- ❑ Request a copy of the appraisal in advance and possibly last year's appraisal
- ❑ Review your current performance goals – gather materials that document your accomplishments
- ❑ Prepare questions you'd like to ask
- ❑ Know what support you'd like to request – for instance, professional development, career development, help with current work obstacles
- ❑ Ask family to avoid interrupting
- ❑ Clear your work area if using a web cam
- ❑ Dress professionally
- ❑ Arrive early




The below resources might be of interest for more on this topic! Log in to Academica, click the hyperlink below, and if brought to the home screen of Accelerate, come back and click the hyperlink once more:

- **Using performance appraisals to advance your career** (30 min eCourse, focused on how to listen to and apply feedback to use appraisal to move your career forward. Introduces the concept of periodic appraisal in additional annual review. Shares how to prepare for an appraisal, using constructive criticism to seek corrective action, and strategies to present accomplishments at appraisal as well as strategies to use appraisal to advance career.)

- **Performance appraisal strategies** (job aid)

- **WSU Conversation Guide for Annual Reviews** (job aid)

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