

Effective Annual Performance Appraisals

Purpose of the Performance Appraisal

- 1. To Review Past Year's Performance**
An evaluation of prior performance (usually the past year) in relation to one's position description and performance expectations and standards.
- 2. To Review Position Description**
An opportunity to review and update the position description.
- 3. To Set Up Goals and Direction for Upcoming Year**
An opportunity to discuss performance goals and outcomes over a defined period (quarterly, yearly) that are either individual and/or organizational.
- 4. To Review Professional Development Planning**
An opportunity to review the employee's training and identify continued professional development, training needs and opportunities.
- 5. To Discuss Promotion Progress**
If applicable, an opportunity to discuss where the individual is in his/her progress towards promotion.

Questions for Structuring a Performance Appraisal

1. What do you feel are your major accomplishments this past year?
2. Which of these accomplishments are you most proud of and why?
3. How are your contributions being recognized in professional outputs by others?
4. What training and professional development opportunities have you taken advantage of during the last year?
5. What training and professional development opportunities would you like to take advantage of this year?
6. What goals were not successfully met last year?
7. What are your goals for the coming year?
8. What services have you contributed to the Department, College or OSU?
9. What suggestions do you have for making your work life better?
10. What suggestions do you have for your position, project, the Department or College?
11. Please list the publications or presentations that you've authored (note: web pages count as "other" authored pubs).