



Ditching the Annual Performance Evaluation for Good and for the Good of Your Workforce

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VLA 2019

Why do we do it?

Traditional yearly evaluation process

The supervisor avoids it..

The employee dreads it...

Does it really benefit the organization?

Does it really benefit the employee?

Is it even an accurate or completely fact based thing?



“ When you focus on problems,
you'll have more problems. When
you focus on possibilities, you'll
have more opportunities. ”

ZIG ZIGLAR

Employee Feedback System

Employee: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Hire Date: [Click here to enter text.](#)

Read the printed descriptions of the various levels of performance under each of the questions in this section. Place an "X" in the numbered box that best relates to the employee's performance level during the review period. Please make the necessary comments in the space provided below each performance factor.

1- Unsatisfactory 2- Below Satisfactory 3- Satisfactory 4- Above Satisfactory 5- Exceptional

Part I: Performance Factors

Section A: Use for all employees

1. Job Knowledge

To what extent does the employee maintain a satisfactory level of job knowledge and/or job skill?

1 2 3 4 5

Comments: [Click here to enter text.](#)

2. Productivity

Does the employee accomplish an acceptable amount of work to meet the performance expectations of the position?

1 2 3 4 5

Comments: [Click here to enter text.](#)

Focus on the last part of this evaluation :
Accomplishments, suggestion or ideas offered, or new abilities demonstrated since last review

Part II: Accomplishments

Please review the accomplishments of the employee since the last review.

[Click here to enter text.](#)

Part III: Development/ Action Plan

Please list the future goals and objectives during the next year. Arrange in order of priority.

[Click here to enter text.](#)

Part IV: Comments

Please list any additional comments from the supervisor or employee.

[Click here to enter text.](#)

Goal Setting



- ▶ Focus on tasks to accomplish
 - ▶ Become more proficient at X program/software
 - ▶ Learn a new skill to help w/position
- ▶ Be specific & realistic
 - ▶ Set concrete goal/task to work towards
 - ▶ Set realistic, challenging goals – we want employees to grow
- ▶ Multi-year goals work, too!

Be future focused!

Starter Questions

- ▶ Talk to your employees!
 - ▶ What do they like?
 - ▶ What can be improved upon?
 - ▶ What “new” thing have they seen in a magazine/blog/social media that they want to try?
 - ▶ Any personal goals you can carry over to the workplace?
- ▶ Employees that have a say in creating their goals, have a greater chance of accomplishing them
- ▶ Redefine an old goal, or scrap it completely if needed



***“See a need,
fill a need.”***

Bigweld - “Robots”
© 20th Century Fox

STATEMENT OF GOALS FY 2020

Employee:

Supervisor:

Date: 10/1/19

Next quarterly meeting date: Jan, 2020

Statement of Goal #1: To explore and continue Aromatherapy and Teas classes for young adults and adults. Focus will be on blending essential oils for various purposes and using teas for health benefits.

Specific steps to reach goal might include:
Research various blending techniques for oils and teas.
Experiment with various essential oils before class.
Explore interest level
Explore costs involved

We will know goal has been reached when:
A determination has been made that there is an interest.

Statement of Goal #2 (restatement): To continue maintaining our sustainable garden during the winter months while getting ready for spring planting.

Specific steps to reach goal might include:
Research ways to prepare soil for winter (put garden to bed)
Research winter crops to plant
Seek out volunteers to assist

We will know goal has been reached when: The Garden has been cleared from summer crops and winter crops are producing.

Benefits of Goal Setting

to the employee

Ownership of your job and your projects

Less stressful, focused on the future

Builds better relationships with supervisor

to the supervisor

Stuff gets done, actual work

Employee puts out more quality work

Avoid uncomfortable ranking process, is an actual conversation

Address issues as they happen, rather than at a yearly meeting

to the organization

Employee feels a part of the organization

Less turnover, happier people

More quality work from employees

Library is not your life, we just want to fit into it somehow. PT vs FT

Timeline

- ▶ 1st quarter – set goals for year/multi-years
- ▶ 2nd quarter – review progress, get feedback, reevaluate goals if needed
- ▶ 3rd quarter – more review, feedback, guidance, reevaluation
- ▶ 4th quarter – review successful completion of goals (or progress for multi-year goals)

Feedback Matters!

Questions?

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- ▶ More information about goal setting:
 - ▶ Edwin A. Locke
 - ▶ Toward a theory of task motivation and incentives
 - ▶ [https://doi.org/10.1016/0030-5073\(68\)90004-4](https://doi.org/10.1016/0030-5073(68)90004-4)
 - ▶ Dartmouth College
 - ▶ Performance Goal Setting
 - ▶ https://www.dartmouth.edu/~hrs/profldev/performance_management/performance_objective.html