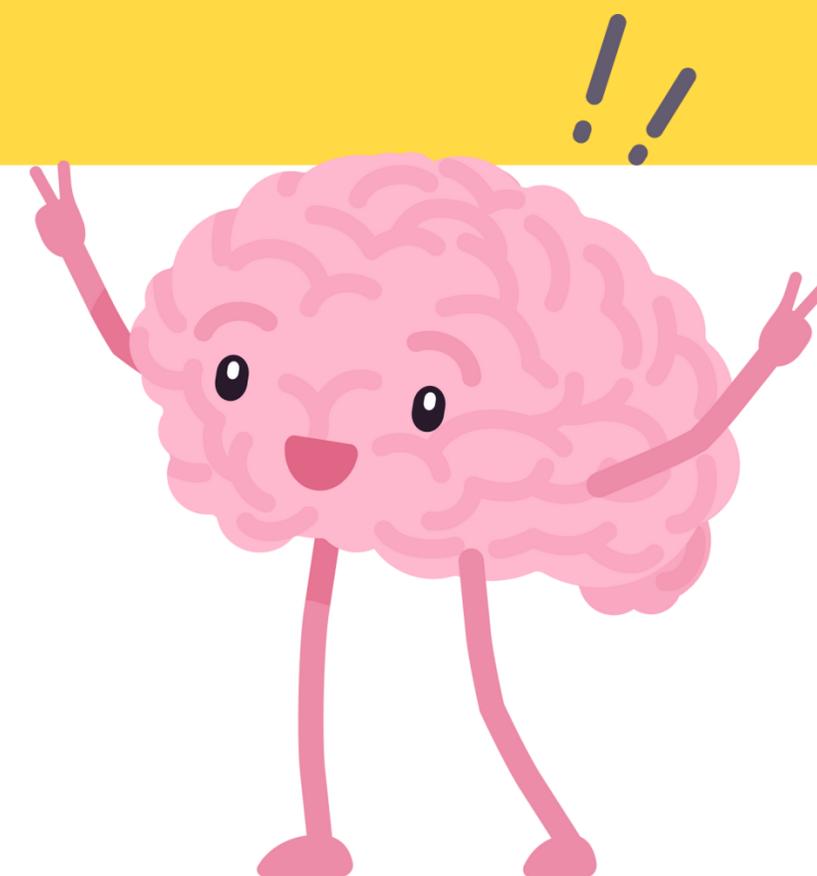


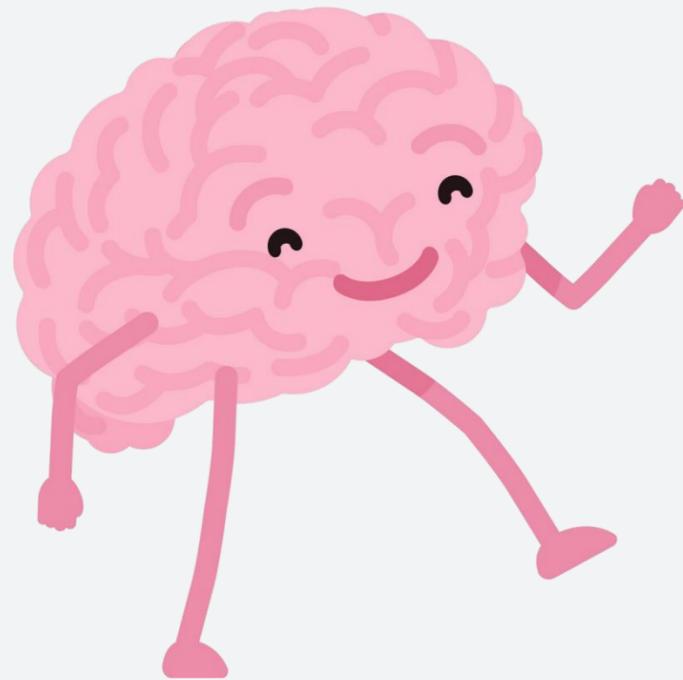
# Performance Reviews

The current review period covers January 1, 2025 through  
December 31, 2025.

Best Practices for Supervisors



*Steps to  
Complete:  
P&S*



**PREPARE FOR THE REVIEW**

**EMPLOYEE SELF REVIEW**

**REQUESTING FEEDBACK**

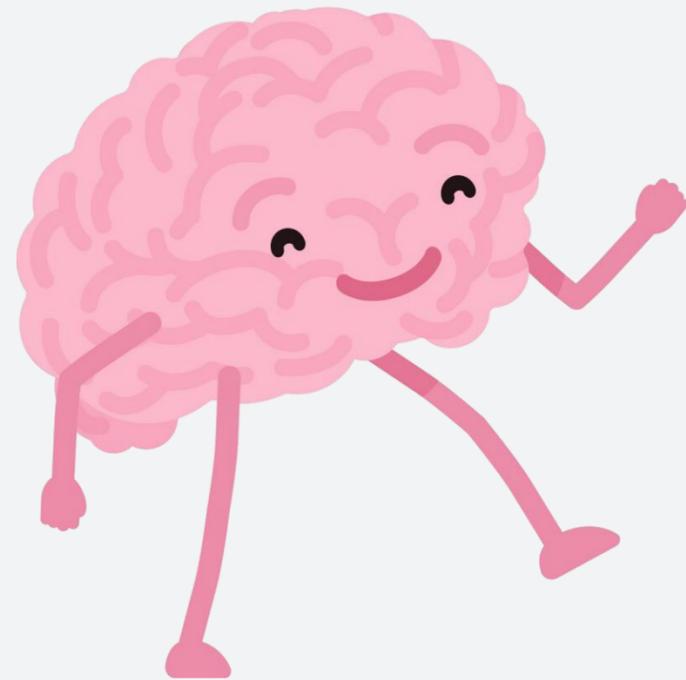
**COMPLETE SUPERVISOR EVALUATION**

**SCHEDULE & CONDUCT REVIEW MEETING**

**FINALIZE AND SUBMIT REVIEW**

**CONTINUE THE CONVERSATION**

# Steps to Complete: MERIT



**PREPARE FOR THE REVIEW: SELF-ASSESSMENT**

**SUPERVISOR LAUNCHES THE FORM**

**STAFF COMPLETE SELF-ASSESSMENT**

**COMPLETE SUPERVISOR EVALUATION**

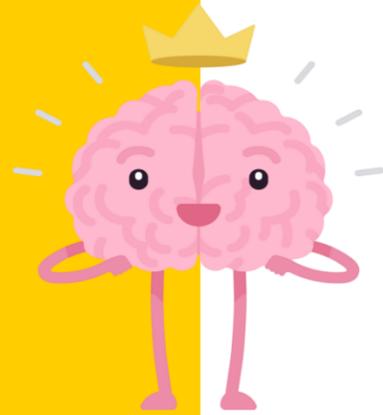
**SCHEDULE & CONDUCT REVIEW MEETING**

**FINALIZE AND SUBMIT REVIEW**

**CONTINUE THE CONVERSATION**

# Steps & Logistics

- **Review 2025 Goals**
- **Reflect on Accomplishments**
- **Comment on Universal Competencies**
  - Collaboration & Positive Impact
  - Service Excellence & Customer Focus
  - Welcoming & Respectful Environment
- **Write New Goals!**



## Employee Goals & Accomplishments

Write a summary of your accomplishments & goal achievement during this performance period

## Universal Competencies

Describe ways in which you foster a welcoming and respectful workplace environment.

Current definitions for this universal competency are available here: <https://hr.uiowa.edu/careers/competencies/universal-competencies/welcoming-and-respectful-environment>

Share things you have done and results you have achieved that demonstrate your ability to collaboratively create positive outcomes despite challenges or difficulties.

Current definitions for this universal competency are available here: <https://hr.uiowa.edu/careers/competencies/universal-competencies/collaboration-and-positive-impact>

Provide examples where you behaved or delivered service in a way that clearly shows your commitment to ensuring excellent customer satisfaction.

Current definitions for this universal competency are available here: <https://hr.uiowa.edu/careers/competencies/service-excellence-and-customer-focus>

Discuss with your supervisor and outline goals for the next performance period. Goals may also be attached as a separate document.

# *The Review From Your Perspective*

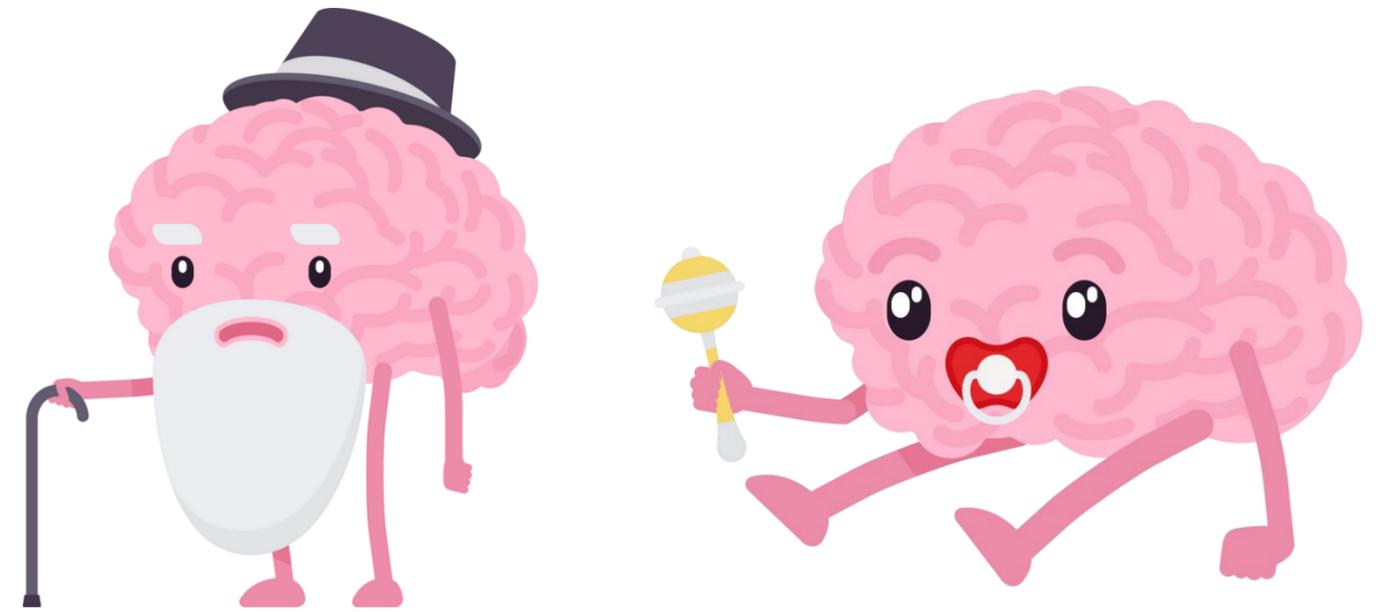
Read their comments thoroughly

Comment on their comments

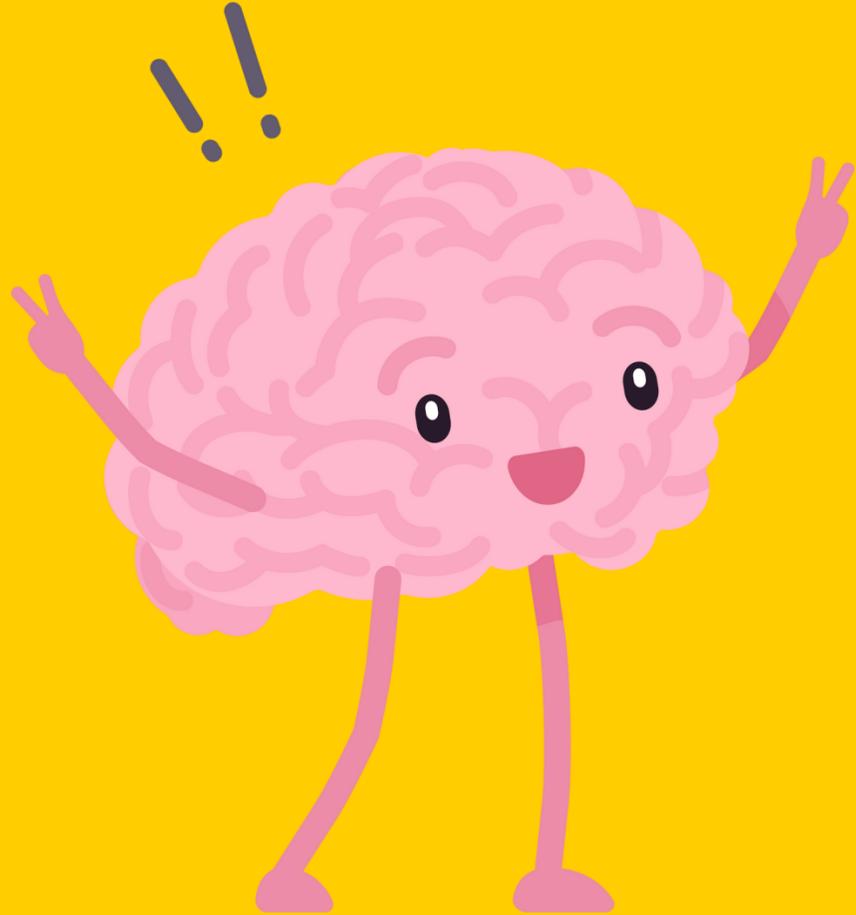
- Universal Competencies
- 2025 Goals and Accomplishments

Review their 2026 goals & make comments

- Resources You Could Provide
- Support & Acknowledgement Notes
- Suggestions/Areas To Grow



# *Prepare Your meeting*



Find a time that works for both of you.

Decide on location and mode.

Get your notes and thoughts together.

Share the overall plan & agenda with employee prior to the meeting.

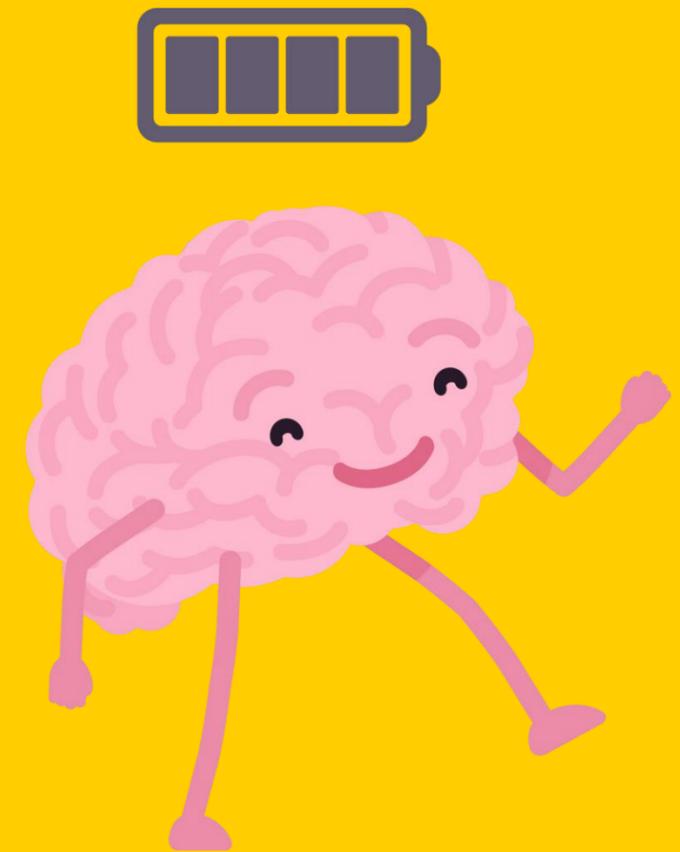
Prepare for feedback & potential curveballs.

Get pumped!

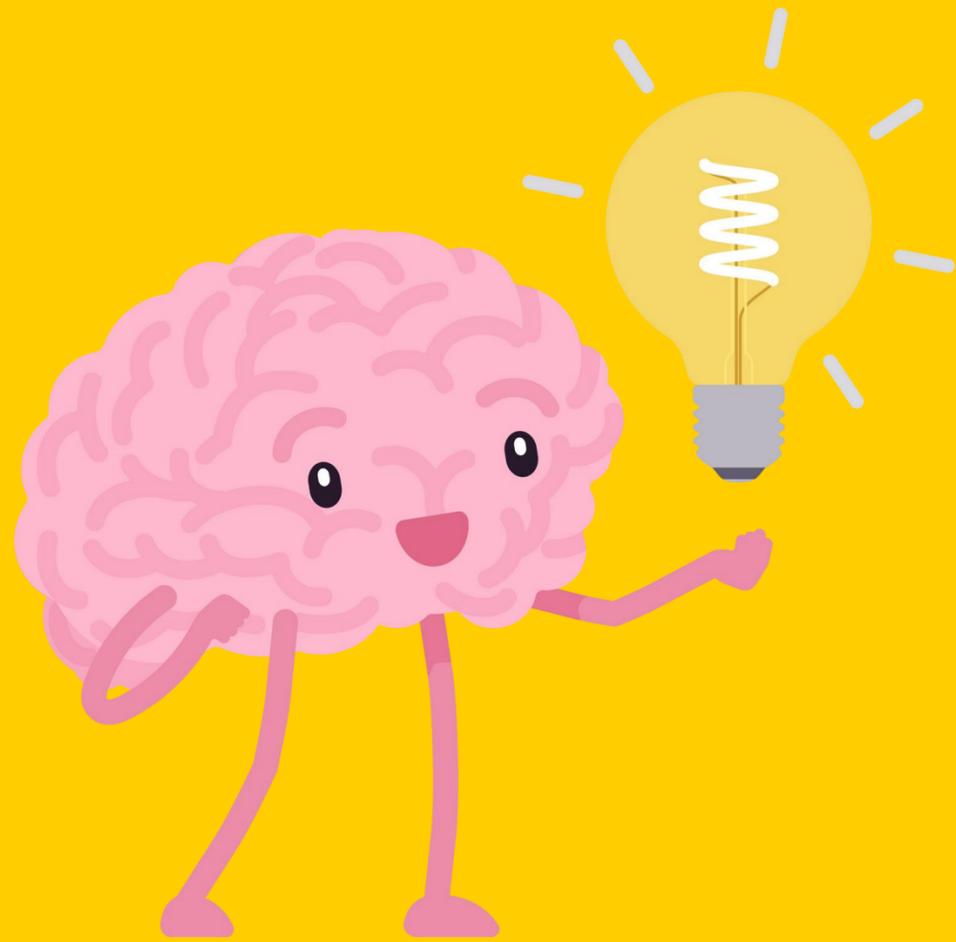
# *Create Your Agenda*

**EXCELL!**

**E**xpress Appreciation  
**C**onstructive Coaching  
**E**nvironment & Values  
**L**earning & Growth  
**L**isten to Employee



# *Official Meeting Agenda*



## 2025 Review

- Appreciation
- Constructive feedback

## 2026 Goal Setting

- Connect to values & PCC

Professional Development

Feedback for Supervisor

Share Overall Rating

# Review Rankings



## **OUTSTANDING**

Considerably & consistently surpassed performance expectations and goals in all areas.

Made a significant contribution to the department's and/or University's success through unique and exceptional performances.

Excelled significantly beyond their performance expectations and goals.

## **EXCEEDS EXPECTATIONS**

Surpassed performance expectations and goals.

Demonstrated unique understanding of work well beyond job requirements.

## **SUCCESSFULLY MEETS EXPECTATIONS**

Met job performance standards.

Was reliable in attaining expected results, and the employee is capable and knowledgeable of their work.

Work was completed on schedule with a high-degree of accuracy.

## **NEEDS IMPROVEMENT**

Has not satisfactorily completed the assigned duties in some areas and needs to demonstrate improvement toward meeting performance standards.

Work results were inconsistent.

## **UNSATISFACTORY**

Must show immediate and significant improvement toward satisfactory achievement of performance standards in order to continue University employment.

Has not met expected standards or goals set for the position.

Does not demonstrate knowledge or ability to perform the majority of assigned duties.

# Today's Takeaways

## Be Prepared!

- Plan Your Agenda
- SHARE Your Agenda
- Discuss Goals and Rankings with Your Supervisory Team

## Partner With Employee on Next Steps

- Goals
- Growth Opportunities
- Plan your Next Check-In (May/June?)

Use This As A Positive Opportunity for Recognition & Growth