

Summer

Lesson

26

# Understanding Job Evaluations

## SUCCESS IN THE WORKPLACE

### Employee Evaluation

Work quality

5

Knowledge of job

5

Work skills

5

Enthusiasm

5

Initiative

5

Judgment

5

Job evaluations are also called performance evaluations or employee evaluations. Evaluations may occur every six months or once a year for most jobs. For new employees, they are often done within the first three or four months of their hire date. A manager usually completes the evaluation. The goal of a performance evaluation is to measure how well an employee is performing on the job. An employee evaluation will measure many different work related areas that your employer feels are important. Some common areas that are often measured and evaluated are: quality of work, communication, teamwork, attendance, punctuality, initiative, leadership, and dependability.

Generally, after the written job evaluation is completed, a meeting is held between the manager and the employee that is being evaluated. This meeting is often referred to as a review. The meeting is held to discuss the results of the employee's evaluation, to establish goals, to receive employee feedback, and to discuss possible rewards or consequences.

The employer will use a completed evaluation to make important decisions about the employee. A positive review can lead to several benefits for the employee. Very often, raises and promotions are based on positive reviews. Also, an employee may receive a better work schedule and/or an opportunity to work more hours. Further, a good review may lead to more responsibilities and an opportunity to work in a more desired position within the company.

**Answer each question with a complete sentence on a separate piece of paper.**

1. What is another name for job evaluation?
2. How often are performance evaluations done?
3. What is the goal of a performance evaluation?
4. What are five areas a performance evaluation will measure?
5. After the written evaluation is completed, what occurs next?
6. What are four benefits that an employee may receive for a positive evaluation?

A poor review can lead to serious consequences for the employee. If there are areas of concern in which the employee received poor or low scores, the manager will discuss what the employee needs to do in order to improve these areas as well as ask for the employee's feedback. Poor scores can lead to the employee not being promoted and/or not receiving a raise. In some cases, the employee may be placed on probation. **Probation** means that the employee will be closely monitored and will need to correct and improve the areas of concern. Usually, another evaluation is done within six months to see if improvements have been made. If improvements have not been made then the employee will mostly likely be fired.

PERFORMANCE EVALUATION						
Name: _____	Position: _____					
Date: ___/___/___	Period Covered: _____ to _____					
	1	2	3	4	5	n/a
<b>Attendance</b>						
Was punctual to start work						
Informed supervisor of absence or lateness						
<b>Personal appearance</b>						
Wore appropriate clothes or uniform						
Was neat and tidy in appearance						
<b>Sense of responsibility</b>						
Listened carefully to instructions						
Followed instructions fully						
Willingness to assist with various tasks						
Willingness to accept supervision & feedback						
<b>Interest</b>						
Showed interest in the position						
Showed interest in training						
<b>Policy</b>						
Adhered to policy						
Responsible attitude						
<b>Quality of work</b>						
Worked to capacity						
Fellow staff satisfied with quality/quantity of work						
Supervisor satisfied with quality/quantity of work						
<b>Comments</b>						
1 = Poor; 2 = Adequate; 3 = Good; 4 = Very Good; 5 = Excellent; n/a = Not Applicable						

7. If there are areas of concern on your job evaluation, what will the manager want to discuss with you?
8. What are three consequences of a poor evaluation?
9. When an employee is placed on probation, what must they do within six months?
10. In the performance evaluation example above, what are four different areas that an employee will be measured or evaluated on.

# Effectively Handling a Job Evaluation

## SUCCESS IN THE WORKPLACE

Most people are very nervous about performance evaluations. You may be able to lower your anxiety level and improve the outcome by following a few important steps.

**FIRST, PREPARE YOURSELF FOR THE REVIEW:** Before the meeting think of how you contributed to the business and why you are an asset to the company. Make a list of the most important ways your employer has benefited from your contributions. Don't brag about these to the employer, but instead if given the opportunity share actual examples of work you have done and are proud of.



**SECOND, DEVELOP A WORK RELATED GOAL:** Part of the process of a job evaluation meeting is to create a work related goal, such as learning a new skill or taking on more or new responsibilities. The manager will often ask what your goal will be and how you plan to accomplish it by the next performance evaluation. If you had a goal from last year's review, you will need to be able to explain how you accomplished that goal.

**THIRD, REMEMBER TO REMAIN POSITIVE:** It is important that you keep a positive attitude throughout the meeting. The manager will make suggestions on how to make improvements, which is referred to as constructive criticism. Look at this criticism as an opportunity to become a better employee. Be thankful for the advice and ensure the manager that you will work on improving the areas of weakness.

**LASTLY, DON'T BE AFRAID TO ASK QUESTIONS:** If you desire to move up in a company, express your desire to the manager. You may want to ask their advice and the best steps to achieve this. It is important to show your appreciation and passion for your job when you are being reviewed, doing so goes a long way in creating a positive image of you within the company.

*Answer each question with a complete sentence on a separate piece of paper.*

1. How do most people feel about employee performance evaluations?
2. When preparing for the review, what type of list should you make?
3. What type of goal should you develop for the review?
4. If you had goal from last year's review, what will you need to be able to do?
5. Going into the meeting, what type of attitude is it important have?
6. How should you respond to constructive criticism?
7. What should you not be afraid to do in the meeting?