

## Role of Employee in the Performance Management Process

Several people share the responsibility for coaching, development and feedback throughout the Performance Management Process it does not rest with any one individual. Rather, various individuals maintain responsibilities as outlined below:

### **Employee's Role in the Performance Management Process:**

Planning:	<ul style="list-style-type: none"><li>✓ Meet with your supervisor at the beginning of the performance management year. Discuss your job duties and how they fit into the University's goals for successful operation. Make suggestions on how to improve the description of the job duties.</li><li>✓ Ask the supervisor questions until it is clear what is expected from you on all job duties and behaviors.</li><li>✓ Tell your supervisor how you view the job duties and behaviors to avoid any misunderstandings about expectations.</li><li>✓ Discuss customers' expectations, the supervisor's priorities, budget and any other pertinent matter that relates to meeting goals and expectations.</li></ul>
Coaching:	<ul style="list-style-type: none"><li>✓ Take responsibility for your own continuous performance improvement and development.</li><li>✓ Make Plans and follow through to meet the requirements of your job duties and behaviors.</li><li>✓ Periodically throughout the year, ask the supervisor for feedback on your performance. Consider the feedback you receive to be suggestions for improvement and development of new skills.</li><li>✓ Talk to your supervisor about your progress as well as any obstacles to improvement, so that the supervisor can help remove the barriers to good performance.</li><li>✓ Write down when you do well on job duties and behaviors so that you can make sure your supervisor knows about your accomplishments.</li><li>✓ Request a brief meeting with your supervisor, if needed, to ask for direction or a refresher discussion on job duties and behaviors.</li><li>✓ Occasionally re-read the job duties and behaviors that were discussed in the planning meeting at the beginning of the year.</li></ul>
Review	<ul style="list-style-type: none"><li>✓ Monitor your performance by asking others to tell you how you're doing and by keeping notes on your progress.</li><li>✓ Prepare for the review discussion by collecting your notes on your performance.</li><li>✓ Participate in the review meeting by showing your supervisor any notes you've made about your accomplishments and by suggesting things that might help you during the next performance management process year.</li></ul>