

Wellesley College H. R. ~ Brown Bag Series

Prepare for Your Performance Evaluation

Facilitators: Kathy Stewart and Carolyn Slaboden
Date: 4/29/08
Time: 12:30 - 1:30
Register By: No Registration Necessary
Location: Library Lecture Room

Notes: BYO Lunch , Cookies and Water provided

The Performance Management component of Valuing Work @ Wellesley program encourages and promotes ongoing communication between employees and their supervisors. The annual assessment or performance evaluation is an opportunity to recognize achievements, identify obstacles and discuss ways to increase the effectiveness of our work together.

Please join us as you prepare for your own evaluation. Do you need assistance on what questions to ask yourself prior to the meeting with your supervisor? Do you need guidance with goal setting? How do you give or ask for feedback on your own performance? We will be prepared to answer your questions, provide a self-assessment tool and help you with any step of the process.