

Preparing for your Performance Review

At Bethel University, we use an annual employee performance review to recognize the vital work our employees do in supporting our students and our mission while utilizing the unique abilities and strengths that God has bestowed on each of us. We also use this opportunity to discuss areas for improvement and growth, set goals for the upcoming year, and confirm required training is completed.



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Preparation

Preparing for a performance review with a focus on utilizing your God-given talents involves a thoughtful and intentional approach.

This guide was created to help you prepare effectively.



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Preparation

Reflect on Impactful Contributions

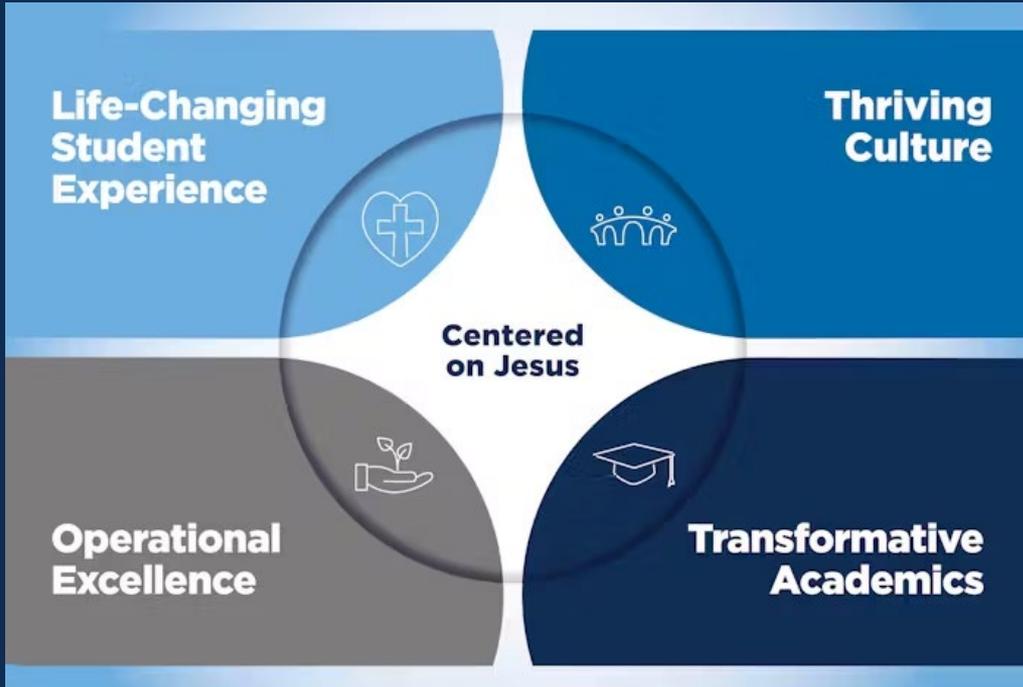
- ❖ Review your job description.
- ❖ Identify projects you contributed to and positive impacts you made on your team and within the university.
- ❖ Assess your progress toward the goals you set for the past year. Be prepared to discuss any challenges you faced and how you overcame them.

Identify Areas for Improvement

- ❖ Reflect on areas where you can enhance your skills, knowledge and performance to assist you in your current role or a future position.
- ❖ Assess your own performance objectively. Be prepared to welcome feedback from your manager and demonstrate a willingness to continually improve and refine your talents.



Preparation



Review Bethel's Strategic Framework

Identify how you have seen your position support one or more of the pillars in Bethel's strategic framework, centered on Jesus, during the past year.



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Ratings

Your performance review will include ratings to indicate how you performed your essential job functions over the past year and reflect your progress on your goals. In addition, your performance review will provide an overall rating.

The use of a rating scale helps communicate clear expectations and allows you to receive specific information on your strengths and where you successfully contribute in helping Bethel meet our goals, vision, and mission.

Ratings also support our culture of continuous improvement. Employees are encouraged to seek opportunities for growth and focus on areas that will have the most impact on improving performance.



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Ratings

Meets Expectations

Achieving a “Meets Expectations” rating on your annual performance review is indicative of a solid and commendable performance and reflects the acknowledgement of the effort and hard work you put into your job while contributing to the team’s success.

This may also indicate that you have demonstrated the ability to take on additional responsibilities and deliver desired outcomes.



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Ratings

Exceeds Expectations

Achieving an “Exceeds Expectations” rating on your annual performance review reflects that you are a strong performer and consistently *outperform* with accomplishments that are exceptional and sustained over the review period.

This rating demonstrates sustained mastery of all aspects of your job



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Ratings

Does Not Meet Expectations

Receiving a rating of “Does Not Meet Expectations” reflects the need for improvement and indicates that you are experiencing difficulty in performing some of the essential functions of your role.

We understand receiving this rating can be disheartening and cause feelings of disappointment.

Take this opportunity to work with your manager to identify solutions to the performance issues. Feel empowered and motivated to make positive changes while working to meet expectations.



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Goal Setting

Creating and aligning your new goals with Bethel's Strategic Framework:

- ❖ Goal setting is a collaborative process between you and your manager.
- ❖ Prepare to discuss 1 or 2 goal ideas that advance your department and the university-wide strategic framework.
- ❖ Focus on 1 personal, professional development goal.

Goals do not need to be ambitious, large projects that take you well above and beyond your current workload. Successful goals can incorporate modifications or increased proficiencies that make an impactful and valuable difference.





Development Goals

Your goals should include one personal, professional development goal aimed at promoting a skill, knowledge, or ability. Professional development goals are unique to each individual and may help you reach future career goals.

Examples of professional development goals include:

- ❖ Improving communication or public speaking skills by using LinkedIn Learning or other online learning tools. Then, request opportunities that let you develop and showcase these skills.
- ❖ Developing your leadership skills by finding a mentor, reading professional books, and working with your supervisor to take a leadership role within a project or lead a team meeting.
- ❖ Complete a certification to enhance your expertise in an area you are passionate about.



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Create S.M.A.R.T. Goals

Specific – What exactly do you want to achieve?

Measurable – How will you track your progress?

Achievable – Evaluate the feasibility of the goal.

Results Oriented – What results will we see?

Time Bound – What is the deadline?

SMART Goal Example

Reduce the number of hours spent analyzing reports by 25%.

In the next 2 months I will find Excel training videos using LinkedIn Learning or other platforms to learn how to effectively use the vlookup function and learn to create pivot tables. In the following 2 months, I will apply that knowledge to at least 3 department projects or reports, reducing analyzing time by 25%.



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Taking time to prepare for your annual performance review is an investment in your professional development. By demonstrating your impactful contributions, proposing goals to support our strategic framework, and being open to feedback as an opportunity for growth, you will be set for a fruitful discussion with your supervisor.



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