

Evaluation, Assessment, & Performance Reviews (continued)

Quick Assessment Questions

Assessment doesn't have to be hard or lengthy. Intentional questions can provide you with the assessment information you are seeking. Consider the following:

- 1) What do you now *know*? Responses to this question can help you assess what information participants gained and retained.
- 2) What do you now *understand*? Feedback on this question will help you assess if participants understand the overall purpose and "big picture" of the intended goals.
- 3) What will you now *do*? This question gets at how well participants are able to put what they "know" and "understand" into practice. What skills and abilities have they learned that they are now ready to put into action?

The DOs and DON'Ts of Performance Review

As a student leader you may be on the giving or receiving end of a performance review. Allow that there are a lot of emotions involved in giving and receiving performance feedback—a review should be welcomed and consistently provided to ensure individual and organizational growth and success.

So, what should you do AND not do when giving a performance review?

- DO have a consistent process for performance review and communicate it clearly to all members.
- DON'T surprise members with reviews. Provide a consistent schedule—an annual review is common—and provides ample notice for individuals to prepare.
- DO be open to feedback and suggestions regarding your performance. And, hear the positive as well as the not so positive.
- DON'T provide a review on responsibilities or expectations that were not previously outlined in a job description or goal report. If it is not in writing...it is not fair game!



...there are many performance review methods out there. Some organizations like to use annual goals and objective reports, others implement a 360 process, and still other organizations have created their own form. Explore your options, create what is best for your group and then just do it!

- DO provide ongoing performance feedback. A Performance Review is not the time to dump all of the concerns that you have had over the past three months to a year. There should be no surprises!

Getting to Know YOU!

Each leader brings unique skills and contributions to each leadership experience. And, self-assessment can serve as a means for you to better understand what you are crazy good at and where you might need to tweak a bit to reach your fullest potential!

If you are interested in getting to know YOU better as a leader—consider some of these Leadership Assessment Instruments.

- Leadership Practices Inventory (LPI) – Student Version • Authors: James Kouzes and Barry Posner
- Personal Profile Preview (DiSC) • Author: Carlson Learning Co.
- Myers-Briggs Type Indicator (MBTI) • Authors: Katharine Briggs and Isabel Briggs Myers
- Socially Responsible Leadership Scale • Author: Dr. Tracy Tyree
- StrengthsQuest • Author: Gallup, Inc.