Writing Effective Performance Assessments

1. Characteristics of good assessments
   a. Focus on results, not the tasks – describe the impact on the organization.
   b. Written to a specific performance level.
   c. Clear, precise, concise.

2. Pre-write
   a. You should have your mid-year and/or previous performance assessment (if possible) and a copy of your accomplishments/evidence/portfolio.
   b. Start early – dedicate time each day for a few days – do not wait for the deadline.
   c. Review what you have accomplished throughout the rating cycle.
   d. Review the rubric.

3. Writing - Be Clear, Be Precise, Be Concise
   a. Use the rubric to guide your input. Write to the rubric. Be specific and ensure that actions and accomplishments are documented at the appropriate level of performance.
   b. Use action verbs such as: Achieved, Administered, Advocated, Assigned, Attained, Challenged, Clarified, Coached, Coordinated, Corresponded, Created, Decided, Delegated, Delivered, Encouraged, Established, Executed, Handled, Headed, Identified, Implemented, Incorporated, Interpreted, Intervened, Launched, Led, Managed, Mediated, Mentored, Motivated, Negotiated, Organized, Oversaw, Persuaded, Presented, Planned, Prioritized, Produced, Publicized, Received, Recommended, Scheduled, Solicited, Spoke, Supervised, Translated, United, Wrote.
   c. Avoid slang, generalizations, and opinions – use data.
   d. Use bulleted or short direct statements that do not use flowery language.
   e. Write in an active voice rather than passive voice.
   f. Make connections to how actions benefit the organization.

4. Additional Information - Formative Comments
   a. Comments should be aligned with the four goals of the MAPA.
   b. Performance appraisals are designed to acknowledge success and improve performance. Feedback should be specific and constructive to guide growth.
   c. Make use of or recognize any self-assessments or presentations of evidence.
   d. Consider the professional needs of the individual, looking at continuous professional growth.
   e. MAPA is ongoing and continuous not a once a year event - KAIZEN.