

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.