

## II. Why Assess Performance?

In the University of Maine System, we believe that:

- The work of every employee contributes to the experience of the students, faculty, and staff through educational, research, and service activities of the University;
- Our employees are dedicated to providing high quality service to students, the University, and the community;
- The University is committed to supporting employees to foster the greatest possible value and satisfaction through their work.

<b>For managers and supervisors, Performance Assessment can...</b>
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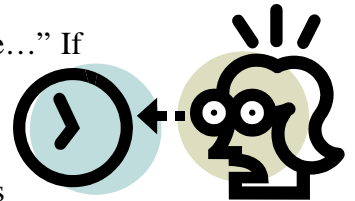
- Provide a useful tool for effectively managing their employees' work and productivity;
- Develop or improve communication and working relationships with employees;
- Improve individual performance and teamwork;
- Identify high performers for possible advancement;
- Identify areas that need development or improvement, and individuals who need coaching or counseling;
- Provide documentation to support personnel actions.

## For employees, Performance Assessment can...

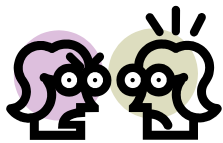
- Develop or improve communication and working relationships with their supervisor;
- Provide recognition and an understanding of their role in and contributions to the University;
- Allow them to participate in a meaningful way in the Performance Management process;
- Encourage them to take responsibility for their performance;
- Clarify expectations so they can direct their efforts;
- Help them better understand the basis for personnel actions;
- Help with career development.

## Common Reasons Why Some Supervisors Don't Conduct Performance Assessments

**“I don't have time.”** “An ounce of prevention is worth a pound of cure...” If you don't take the time to plan and give feedback, invariably you will end up stalling, getting sidetracked, or generally being less efficient. Taking a few hours to plan the performance assessment and discuss it with the employee will save you time, work, and performance problems in the long run.



**“I really hate confrontation or being mean to an employee.”** Part of your job as supervisor is to teach or guide your employees to do the best they can. If you are not honest with them in a sensitive way, you do them a disservice. If you have trouble saying difficult things to other people, you may want to read up on techniques for holding difficult conversations, or ask for coaching from your Human Resources office.



**“I have no idea how to conduct a Performance Assessment meeting.”** Read on.

**“The employee already knows how s/he's doing.”** Everyone likes to hear how they're doing from their supervisor. One of the main reasons that people report they are happy – or unhappy – with their job is their supervisor. Think about how good you feel when your supervisor offers you praise. And when you get constructive feedback, it isn't always easy, but you know where you stand.

**“Performance Assessments don't really mean anything.”** Actually, they do. Conducting a thorough, objective Performance Assessment and setting goals can motivate and encourage all employees to keep up their good work or improve.