WHITMAN COLLEGE

COMPLETING THE SELF-ASSESSMENT
**Performance Reviews**

<u>The performance review process</u>
The performance review process consists of two components - goal setting and bi-directional assessments.

1. Goal setting is intended to be fluid, and staff can create goals in BambooHR at any time. Please check with your supervisor to determine if, how and when they would like you to enter goals. Some supervisors may invite you to create goals for the coming year and enter them in BambooHR prior to your performance review conversation; others may prefer you enter them after you discuss them during your performance review conversation. Regardless of the timing, you can enter, edit and update goals at any time.

2. The assessment process involves two components, the self-assessment that gives staff the opportunity to reflect on your performance, and the manager assessment. Self-assessments will be available beginning March 16 and should be submitted by April 15.
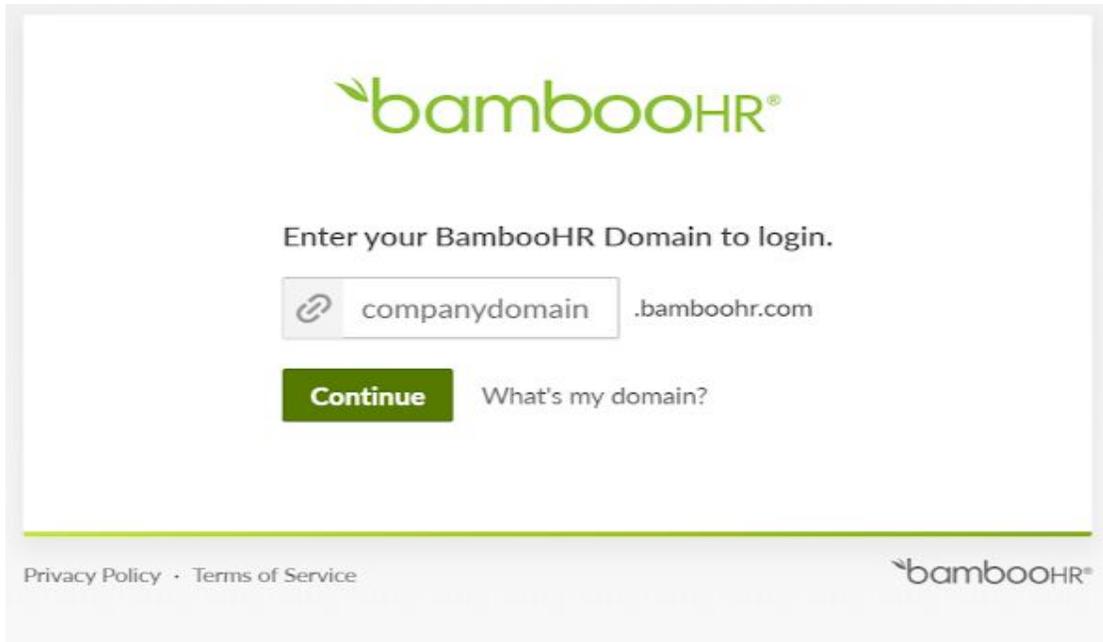
<u>Logging in to BambooHR.</u>
Both goal setting and the self-assessment can be completed in BambooHR. BambooHR can be located at my.Whitman.edu under *Staff Toolbox*.

Click on *Log in with Google*.
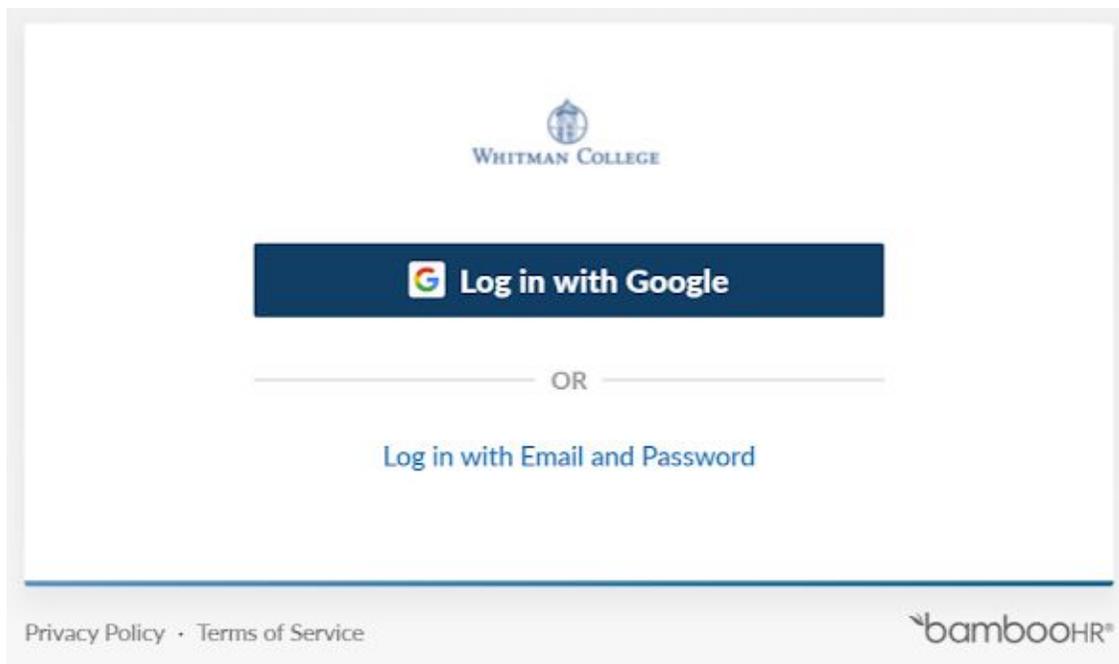
When logging in to BambooHR, you will be prompted to enter *companydomai*n. Enter *Whitman.*

When you enter BambooHR, tab over to the *Performance* screen. In this screen, you will have the opportunity to develop goals. To add a goal, simply click on *Add New Goal*. Then you will be able to title your goal, describe your goal in detail and assign a deadline to the goal.
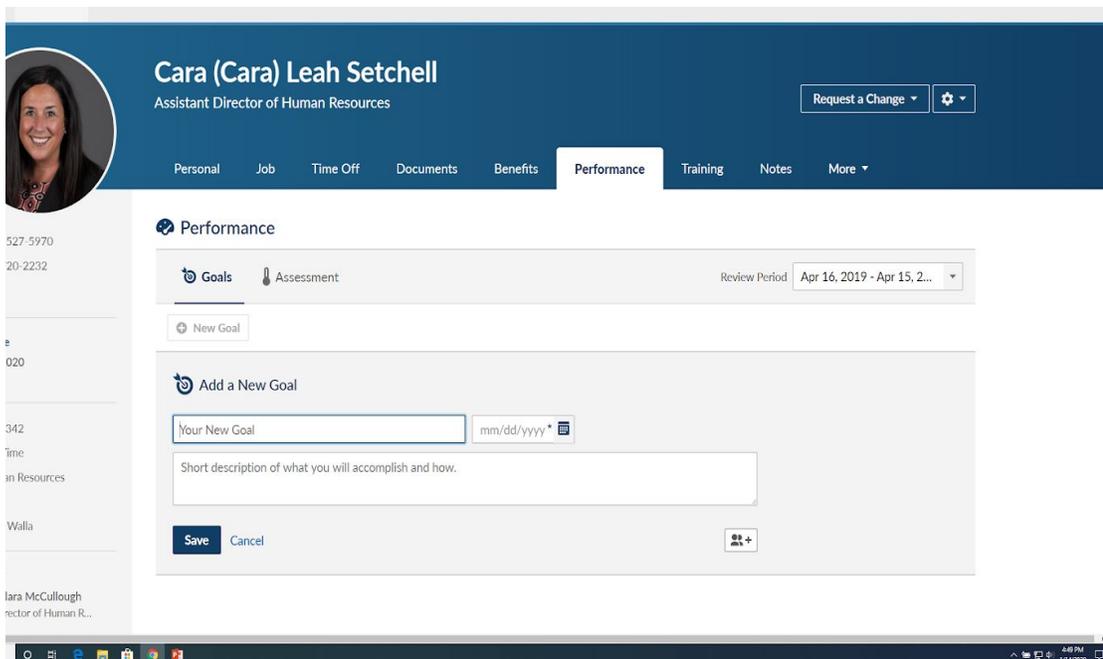
If you want to have a shared goal with a colleague or your team, you can then choose to share your goal with those people by clicking on the *Add People* icon. Afterwards, make sure to save your goal. Note that by sharing a goal, it then also becomes the goal of the people with whom you shared it.
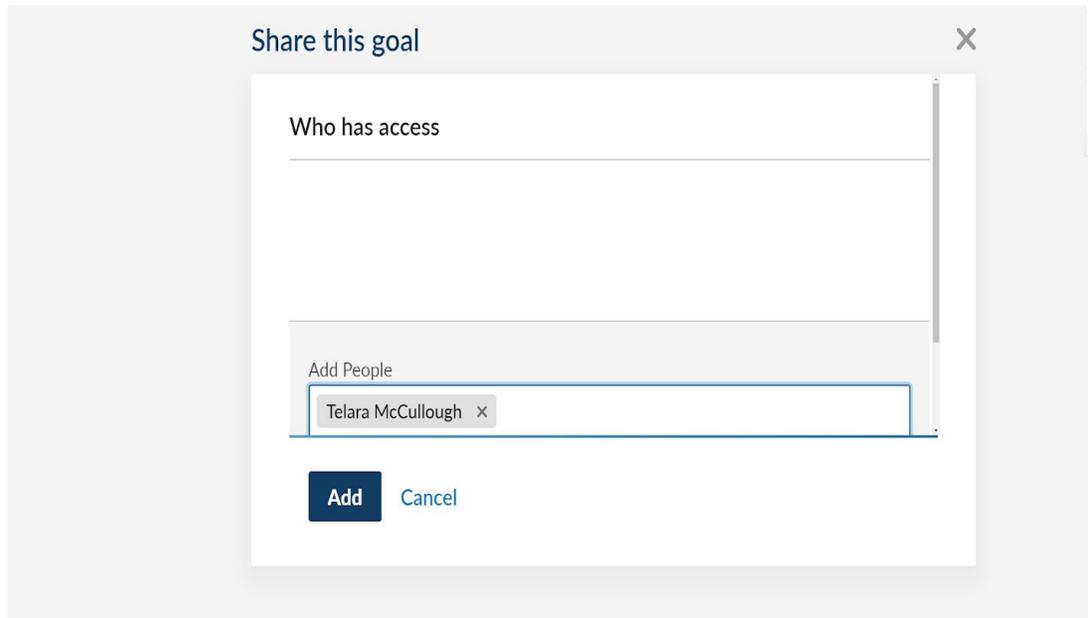
Creating goals
Prior to creating your goals, review your department's mission and goals as well as your position description to ensure alignment. One easy tool for making effective goals is to use "SMART goals." SMART goals are:

Specific: Well-defined and clearly articulated
Measurable: Progress can be measured
Action-oriented or Attainable: Is the goal possible to achieve? What is the action plan?
Realistic: Within your reach and relevant to your job and department mission and goals
Timebound: Has a clearly defined timeline
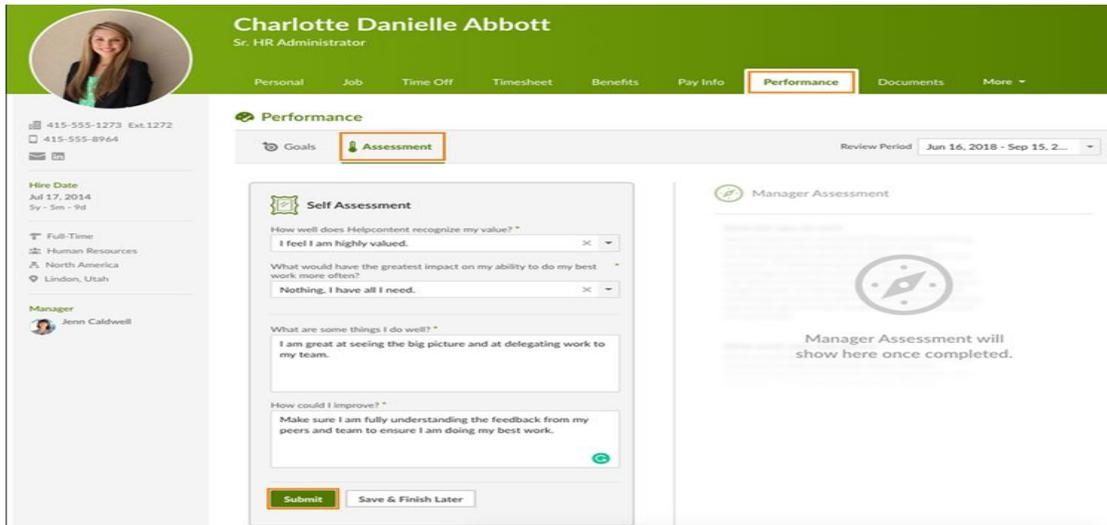
Completing the self-assessment
On March 16, staff will receive notification to complete a self-assessment, which you will be able to locate under the *Performance* tab in BambooHR.

In the self-assessment, you will respond to four questions about your work performance.

1. *How well does Whitman recognize my value?*
   A. I feel I am highly valued.
   B. I sometimes feel valued.
   C. I'm not sure others value what I do.
   D. I don't feel valued at Whitman College.

2. *What would have the greatest impact on my ability to do my best work more often?*
   A. The college's direction/purpose was better defined.

B. Co-workers were more committed to doing great work.
C. Work that better fits my strengths.
D. I have what I need to do my best work every day.
E. Other (enter text)

3. *What are some things I do well?*

4. *How could I improve?*

Once you submit your self-assessment, your supervisor will receive notification; likewise, once your supervisor completes their assessment of you, you will receive email notification. Once both you and your supervisor have completed your portions, you will be able to view your supervisor's assessment of you next to your self-assessment under the *Performance* tab. Note that your supervisor cannot view your self-assessment until after they complete their manager assessment and vice versa.