

Class: Performance Evaluations: Nuts and Bolts

Instructional time – 4 hours

1. Welcome and Introductions
2. Objectives
  - a. Students will understand the importance as well as timelines associated with Performance Evaluations.
  - b. Students will be able to write SMART/SMARTER goals.
3. What is a Performance Appraisal?
4. The Importance of Documentation
5. How to Gather Information
6. SMARTER Goals (Specific, Measurable, Attainable, Relevant, Time Specific, Evaluate, Revise)
  - a. Activity: Putting it into Practice
  - b. Discussion
7. Delivering the Product
8. Timelines
9. Review / Closing / Evaluations

