



USING YOUR PERFORMANCE EVALUATION TO DEVELOP YOUR CAREER

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What's
the
plan?

- ✓ UW's purpose for performance evals
- ✓ Career development process (briefly)
- ✓ How performance evals relate to your career development
- ✓ Stretch goals & identifying one
- ✓ Having conversations with supervisors
- ✓ Advocating for yourself & your work

UW's purpose for performance evaluations

- Provide opportunity for staff to present **overview of their activities and accomplishments**.
- Identify ways to **enhance job satisfaction and performance**.
- Enable staff to **identify career opportunities and integrate these with goals** of work unit.
- Encourage **individual initiative and creativity** in workplace.
- **Foster communication** between supervisors and staff.
- Provide regular opportunity to **build a record of performance** for use in merit recommendations, indefinite appointment review, promotion, and other personnel actions.

Notes from the performance management policy

- UW “is committed to supporting all employees to meet their career and professional goals”
- UW provides developmental opportunities (job & career goals/growth), recognizes performance & supports needed performance improvement

- Interests
- Skills
- Values
- Aspirations
- Preferences



- Occupation research
- Labor market
- Training

- Gain experience
- Job search
- Connect with employers

- Decision making
- Goal setting
- Action planning

How do performance evaluations relate to your career development?



- Decision making
- Goal setting
- Action planning

Stretch goals

- What is a stretch goal?
 - ✓ “Stretches” you in your learning, skill, & development; a challenge

Answer one or more of these questions:

1. What do you want to learn?
2. Is/are there a specific skill(s) you are looking to acquire?
3. How do you want to develop as a professional?
4. What challenge are you ready to take on?
5. What would help you do your job better/be a benefit to your team/unit?
6. What would assist in your career development?



Conversations with supervisors

- Remember...performance evals meant to be a way to talk about:
 - ✓ Your activities and accomplishments
 - ✓ Ways to enhance job satisfaction and performance
 - ✓ Discuss your ideas and goals for professional growth & development
- Come prepared to discuss (have notes/discussion points):
 - ✓ Points above PLUS...
 - ✓ Emphasize your professional goals - ideally related to your job, but may include additional development &/or stretch goals
 - ✓ How this benefits your role & possibly the team/unit, campus, &/or population you serve, etc. (selling points!)

Advocating for yourself & your work

Opportunity to share your needs & goals as an employee (job satisfaction & performance)

- Ask and you may receive!

***IMPORTANT POINT: Professionals need to continually develop skills as change occurs in the workplace!**

Address needs in your team/unit/for campus/population served (through data, trends in your field, your expertise, etc.)

- What's been challenging?
- What will/may help?
- Do you have a solution?

Take your idea(s) & add them into your performance evaluation to develop your career!



- Performance evals open up conversation(s)
- It's also about your career & professional development
- How this benefits all – including those we serve!



To schedule a career counseling appointment, please contact:
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[Career information and resources for employees](#)

Feel free to reach out:
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