

Leader's Guide
Olivia – Self-Evaluation Exercise for Employees

Introduction:

This employee self-evaluation exercise is prepared as the counterpart to the *Olivia Performance Evaluation Exercise for Supervisors*. It can be used to provide employees an opportunity to practice the self-evaluation rating process and drafting supporting commentary, followed by discussion on how to prepare for an effective and productive performance evaluation conversation between the supervisor and employee. This exercise can also help gauge how your employee group's assessment of the Olivia performance scenario compares to your supervisors' assessment, providing insight on how both groups are interpreting the meaning and application of the County's evaluation system and rating options.

- Provide employees with sufficient time to read through the description of Olivia's performance. Consider assigning the reading portion prior to the group training session, or read aloud together. Then ask employees to complete Olivia's self-evaluation. The self-evaluation can be completed individually or in small groups.
- Ideally, incorporate your County's performance evaluation format and rating scale options for this exercise. Alternatively, you can have participants complete Olivia's self-evaluation based on the competencies described on the last page of the employee scenario document, and use the *Optional Rating Scale* posted along with this training exercise.
- In small groups have employees discuss how they approached the self-evaluation and how they would prepare for the meeting with their supervisor if they were Olivia.
- Have employees share their rating selections for Olivia and their reasoning behind each self-evaluation rating. Encourage discussion to help build greater consistency regarding how your rating scales should be applied.

Large Group - Sample Questions to Prompt Discussion:

- What are some of the positive and successful aspects of Olivia's performance that you highlighted under each section of the performance evaluation?
- What are some of the areas Olivia struggled with in her performance over the past year?
 - Would you acknowledge these issues in your self-evaluation comments if you were Olivia? Why or why not?
 - How would you acknowledge areas of performance that could be improved? Share how you commented on these issues in the self-evaluation remarks.
- How can Olivia prepare to have a positive and productive conversation with her supervisor if certain issues or concerns are brought up during her performance evaluation?
- What would you do if you were Olivia, and your supervisor misinterpreted or failed to recognize your efforts to get caught up on the backlog of tasks at the end of the year? If your supervisor seems to be lacking relevant information regarding workload challenges, how might you request an opportunity to provide additional information for their consideration?

- How do you think Olivia’s supervisor should respond to the interactions she’s had with staff from other County departments who have requested reports? Is there information or suggestions that Olivia could bring forward to constructively approach these concerns?
- How do you think Olivia’s supervisor should respond to her increased error rates in November and December? What might Olivia do to prepare for a constructive discussion related to her November/December performance?