WOODWARD

Member Guide:
END OF YEAR
Performance Evaluations

Why are Performance Evaluations Important?

The importance of performance management cannot be overstated. Performance management ensures that every team member knows where they stand regarding their performance. It is a set of practices to help give team members direction, feedback, and the development they need to succeed. It is critical that performance be evaluated accurately.

The **Cycle**

Performance management is an annual process. It is designed to make sure each team member can contribute their best to support the company's objectives, and that all team members can develop and grow, focused not only on today but also on building a career withing the organization.

That's why our performance management cycle is so important. It operates on an annual calendar to make sure we're setting goals, providing feedback throughout the year, and helping all our team members achieve their objectives—from a business perspective and a developmental perspective.

As you can see, we should set goals to make sure we are all aligned on results and development. We should have regular performance conversations and development check-ins, as illustrated below, to document progress toward goals. We should evaluate performance and summarize results with our team members so they know where they stand, what they can do to improve and how we can support them.

October	March	August/September	October/November
Set Goals	**Review Progress**	**Evaluate Results**	**Summarize Results**
Establish priorities for the year	Mid-year performance feedback	Review mid-year results and more	End-of-year performance feedback
Focus on expectations and goals	Review goal progress and establish focus areas for each goal	Review behavior in alignment with values	Discuss future focus areas
Consider development when requesting work/projects		Self-evaluations	

EVALUATIONS

The documented self-evaluation process is an opportunity for you to reflect on and share your performance, goals, strengths, and areas for growth. Documentation helps create accountability for you and your leader.

Evaluate Results (the "what")

- What is your progress toward performance goals?

- Review past formal and informal performance conversations, check-ins, and career conversations

- Think through the entire year when you self-evaluate, not just recent months

- Example Statement of Results Evalution: "I exceeded my targets by 135% in 2024."

Describe Behaviors (the "how")

- Describe behaviors associated with competencies and values

- Look back on previous conversations and experiences you have had with your leader, peers, or project teams

- Focus on how you accomplishes tasks and initiatives

- Think through 360 feedback and relationships through the organization

- Example Statement for Describing Behaviors: "By communicating and engaging stakeholders, I was able to build strong relationships that helped me to..."

PAUSE & REFLECT

IN YOUR SELF-EVALUATION

Be Proud!
Highlight your accouplishments and call out your wins - empasize how specific projects and tasks impact team and company performance

Be honest and clear.
Assess opportunities and misses and point out how you believe you could improve, or lessons learned

Strive for growth.
Ensure you are documenting your desire to grow and continuously develop

Be professional.
Take ownership and accountability in your performance evaluation - document professionally and objectively

DO'S
→ Review performance holistically across the year.

→ Prioritize evaluations and set time aside to be able to focus on your performance self-evaluation.

→ Incorporate and seek feedback from key stakeholders when writing your self-evaluation.

→ Use descriptive and objective language in the evaluations so you and your leader understand the evaluation.

DONT'S
→ Rate your performance based solely on most recent performance.

→ Consider the performance evaluation process a 'check the box' exercise

→ Only seek out feedback from those that may confirm your beliefs.

→ Document performance vaguely, or with few data points to discuss with your leader.