# **Performance Rating Calibration Checklist**

Ratings calibration is a process used to gain greater consistency in how performance evaluation ratings are developed, delivered, and help increase the fairness of the final end-of-year evaluation overall rating. Performance rating calibration **must occur prior** to manager’s sharing their final ratings with the employees. Below is a checklist you can use prior to, during and after the Calibration meeting.

## Prior to the Calibration Meeting

Each unit leadership will establish date for the calibration meeting that aligns with the published end-of-year activities.

Managers should draft performance reviews for each of their direct reports and be prepared to discuss the ratings with substantiating comments.

☐ Each manager should provide a list of their direct reports and the proposed ratings to leadership.

Unit leadership prepare rating distributions from previous years as reference.

## During the Calibration Meeting

Set meeting expectations with participants – confidentiality, roles, responsibilities, and rules.

Review rating norms - demonstrated behavior and outcome expectations.

As a group, review exceptional or needs improvement ratings with a focus on:

* Consistent application of the ratings based on the established norms
* Identify and acknowledge unconscious bias that could impact rating decisions
* Time permitting, discuss successful contributors

Track rating adjustments on the calibration worksheet.

## After the Calibration Meeting

Obtain leadership approval for final ratings (this may vary by unit)

Distribute final ratings to managers

Manager should conduct final ratings conversations with all employees and submit the Manager Evaluation in Workday