

HOW TO RESPOND TO A NEGATIVE EVALUATION

Each year ACSA's Professional Standards Advocates receive calls from members concerned about the evaluation they have been given by their supervisor. Clearly getting a less than positive evaluation doesn't feel very good.

Here are some steps to take if you receive a negative evaluation:

1. Make sure you clearly understand the identified areas of unsatisfactory performance stated in the evaluation.
2. If, after meeting with your supervisor and discussing the evaluation, you feel the evaluation isn't accurate take the time to respond in writing.
3. Keep your response factual, precise, professional, and focused; do not pass blame or engage in lengthy explanations.
4. State the facts, as you see them about each identified area of unsatisfactory performance.
5. Remember that emotional responses reflect poorly on you not your evaluator.
6. Your response must be placed in your personnel file along with the evaluation.
7. Being critical of your evaluating supervisor as part of your response will only make the situation worse.
8. Respond within the ten work day time period you are allowed.
9. Don't refuse to sign the evaluation because you don't like it; that changes nothing and can cause unnecessary confrontation. By signing you are acknowledging receipt, not agreement.

If you have questions about the process, call the ACSA Professional Standards Department at 800-608-2272 and ask to speak with an Advocate!