



Lunch & Learn

Performance Evaluations

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Today's L&L:

Pg. #

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Have you ever left a performance review confused or frustrated?

The purpose of performance reviews:



Measures how well you meet job expectations



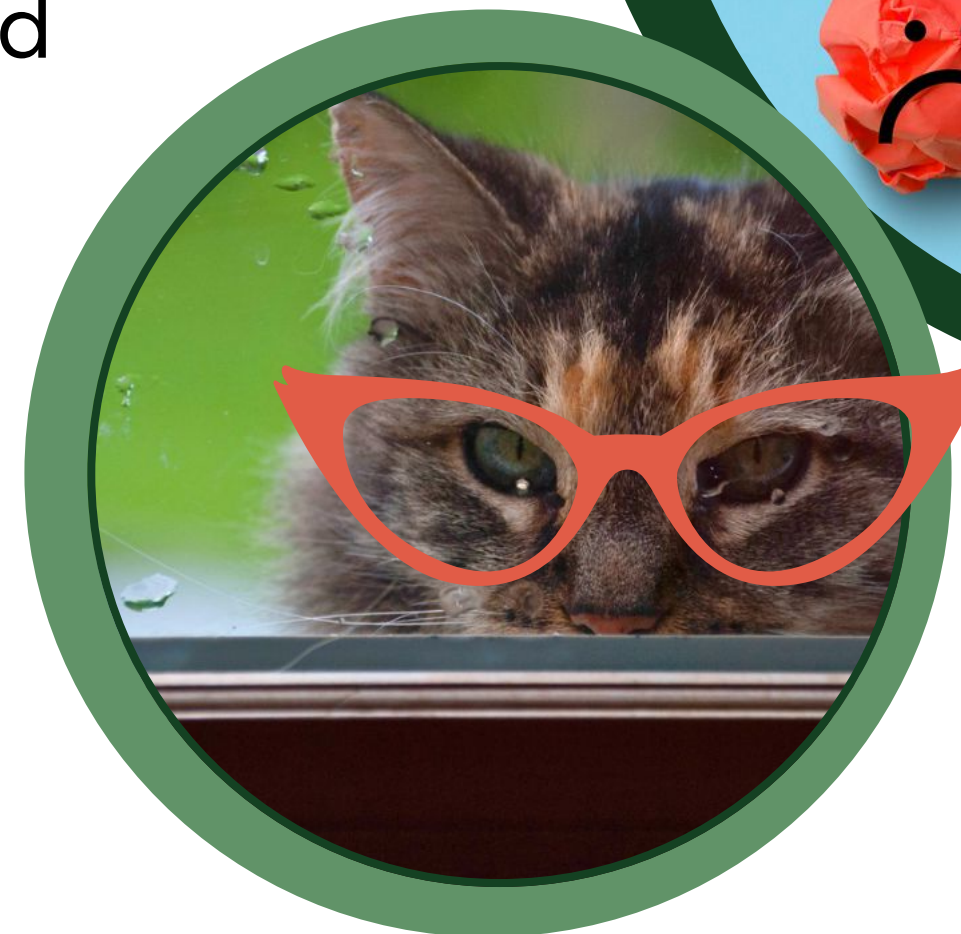
Provides feedback on strengths and areas for growth



Helps identify training or support needs



Should be based on job-related, objective criteria



How to Prepare for your Review

Before your evaluation

- ✎ Keep a log of accomplishments and challenges
- ✎ Review your official job description
- ✎ Gather feedback of examples of your work
- ✎ Identify barriers (staffing, workload, training gaps)
- ✎ Know what standards you'll be measured by



Your Rights in the Process

Know your rights

- Reviews must be fair, consistent, and job-based
- You have the right to review and respond to your evaluation
- You can request union representation if issues arise
- Check your collective bargaining agreement for specific procedures

References: Article 18 of your CBA & SOA Rater's Guide

Tip: *always keep a copy of your evaluation*



During your Review

Making the Most of your Meeting

- Listen actively and take notes
- Ask for specific examples when needed
- Clarify any expectations that remain unclear
- Summarize your key takeaways before leaving – understand rater's perspective



Ways to Respond to Your Review

When you don't agree:

- Stay calm and professional
- Request examples
- Plan for a written rebuttal, appeal, off cycle eval
- Contact your ASEA Steward or Business Agent
BEFORE SIGNING ANYTHING!
- Check our contract for response timeline guidance

See Art. 18.01 – item 6



You are Not Alone!



- ASEA Stewards and Business Agents can help you understand your rights, the contract language, and next steps if needed
- If you think something is off, contact ASEA. We work hard to ensure there is fairness and consistent standards across all State of Alaska workplaces

Key Takeaways

Points to remember

- Know the process – preparation prevents surprises
- Keep documentation all year
- Always review your evaluation carefully
- Contact ASEA if anything seems unfair, off, or wrong

Quick knowledge check...



Important Resources



Find your Steward

<https://www.afscmelocal52.org/resources/find-a-steward>



Business Agent Contact Info

<https://www.afscmelocal52.org/business-agents>



Clear as mud?

*No matter what, contact ASEA
when with questions, concerns,
or issues.*

*Call: 907-277-5200
or Email (for non-urgent)
questions:
aseahq@afscmelocal52.org*

