



# PEER EVALUATIONS for a better workplace

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Raise your  
hand if...



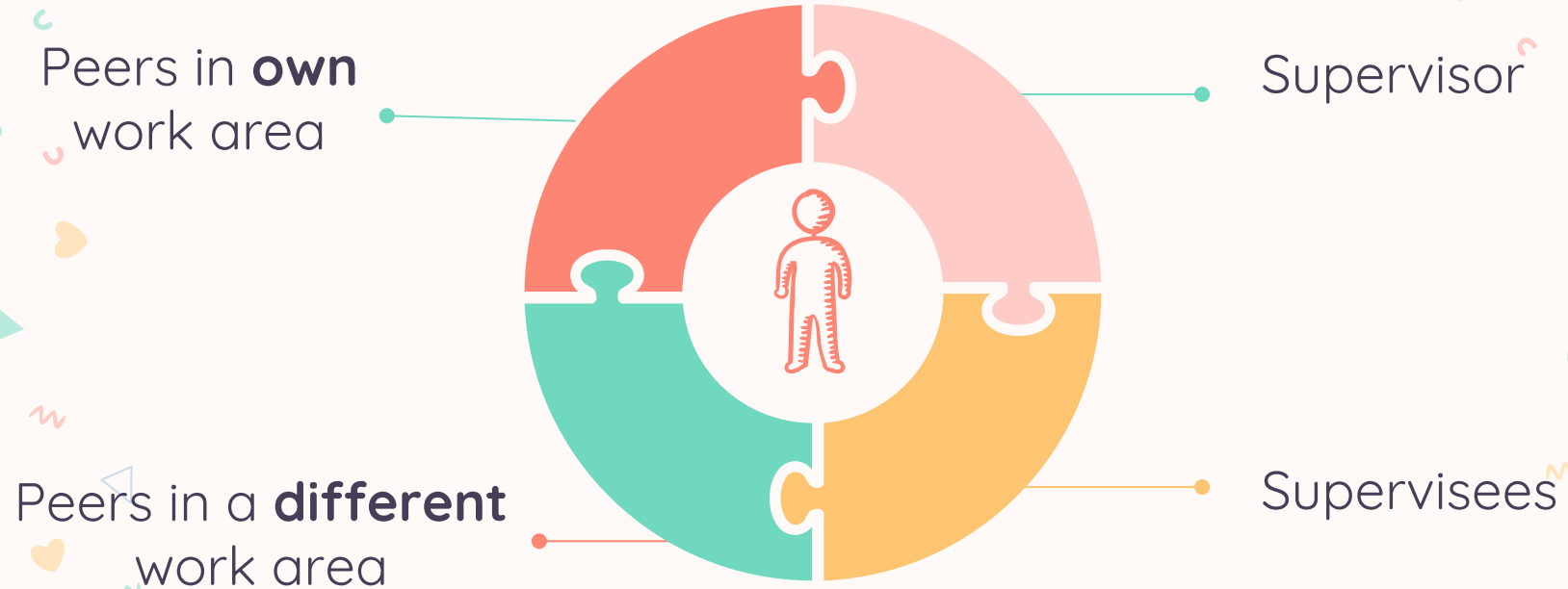
**What does a  
supportive,  
human-centered  
staff evaluation  
process look like?**

# What if staff evaluations...

- ▶ Centered on supporting us to do our best as staff?
- ▶ Valued all perspectives within the business?
- ▶ Helped reinforce our rights as workers?
- ▶ Helped address systemic issues and challenges in our business?
- ▶ Were something we looked forward to?



# Peer Evaluations: a 360 degree view



<b>Traditional Evaluations</b>	<b>360 Degree “Peer” Evaluations</b>
<ul style="list-style-type: none"><li>● Top-down</li></ul>	<ul style="list-style-type: none"><li>● Bottom-up, top-down, sideways</li></ul>
<ul style="list-style-type: none"><li>● Centers whoever has the power; feedback comes only from them</li></ul>	<ul style="list-style-type: none"><li>● Gives various perspectives, revealing patterns and differences</li></ul>
<ul style="list-style-type: none"><li>● Led by a supervisor</li></ul>	<ul style="list-style-type: none"><li>● Led by a team</li></ul>
<ul style="list-style-type: none"><li>● Focus on the individual</li></ul>	<ul style="list-style-type: none"><li>● Can identify structural issues and opportunities as well as individual ones</li></ul>

# What does a supportive, human-centered evaluation process look like?

- ▶ Clear criteria
- ▶ Clear job role
- ▶ Criteria respond to changes in role
- ▶ Clear, predictable evaluation schedule
- ▶ Process doesn't rest solely on supervisors

# What does a supportive, human-centered evaluation process look like?

## The person being evaluated deserves...

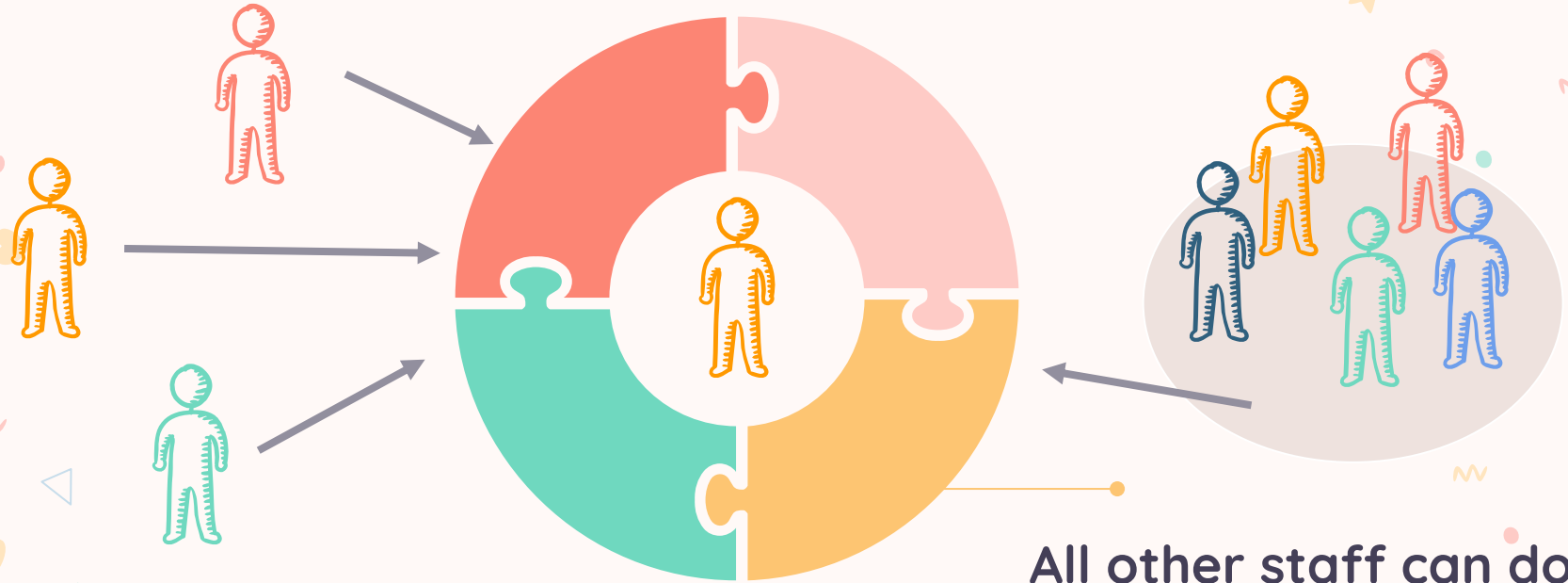
- ▶ Feedback from people in different parts of the business structure
- ▶ Time on their own to process the feedback
- ▶ A meeting to talk through and process the feedback
- ▶ A follow up opportunity to develop their goals for the year

## Both the supervisor and the person being evaluated deserve...

- ▶ A witness to take notes on the evaluation meeting
- ▶ Support in agreeing on follow-up tasks and takeaways for after the eval
- ▶ A reminder later about what they agreed to work on
- ▶ Support carrying broader organizational issues (regarding workload, internal systems and policies, benefits, workplace culture, etc.) back to the board or management team



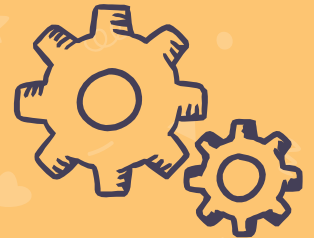
# An example of a process (USFWC)



3 People do detailed evals based on job description

All other staff can do a simple eval (optional)

# An example of a process (USFWC)

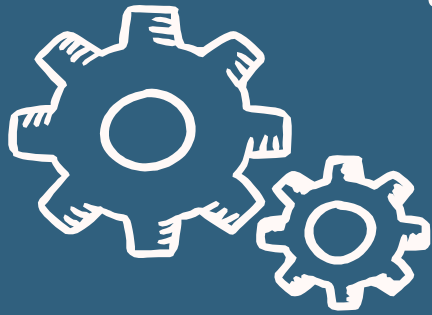




Hey, just checking in,  
since it's been a month:  
how are you doing on  
the takeaways from  
Andre's eval?

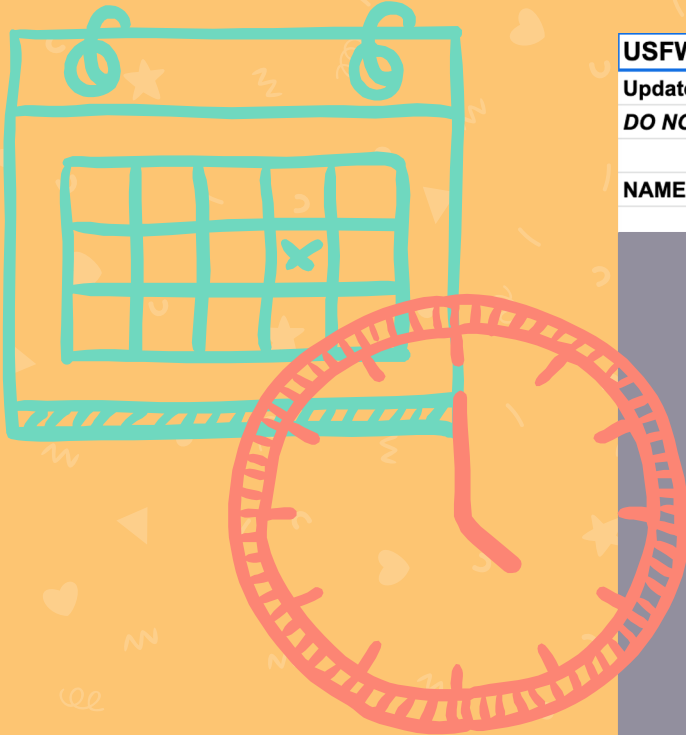


**The special  
sauce:  
A witness &  
cheerleader  
for the process**



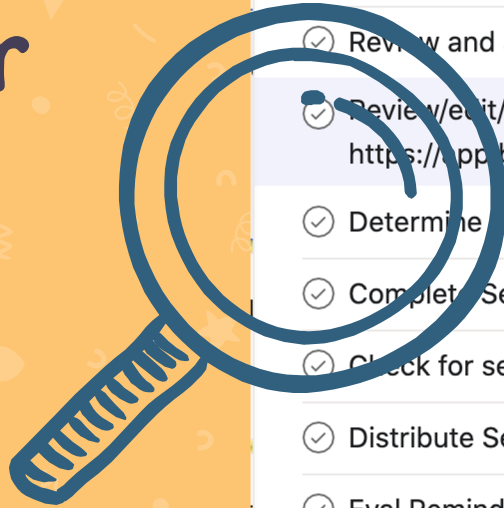
Tools that  
can help

# Staff should know when and how they will be evaluated






USFWC Staff Evaluation schedule					
Updated 2/28/22 by Savanna					
<i>DO NOT CHANGE THIS FORMAT. Specific cells from this sheet are being populated into other spreadsheets</i>					
NAME	NEXT UPCOMING EVAL <i>(in chron order)</i>	STATUS	OTHER NOTES	Annual 2021	
	3/4/2022	Annual	Scheduled		
	3/10/2022	Annual	Scheduled	3/10/2021	
	3/21/2022	Annual	Scheduled	2/19/2021	
	3/23/2022	Annual	Rescheduled	2/10/2021	
	3/31/2022	3 mo	Scheduled	Put in Asana	
	4/4/2022	Annual	Scheduled	Put in Asana	
	4/11/2022	6 mo	Scheduled	Put in Asana, 9 month also scheduled	
	4/19/2022	Annual	Scheduled	Put in Asana	4/11/2021
	4/25/2022	Annual	Scheduled	Put in Asana	
	5/2	9 mo	Not yet scheduled	Schedule by March 10	
	5/3/2022	Annual	Not yet scheduled	Schedule by March 10	4/23/2021
	5/10/2022	9 mo	Not yet scheduled	Schedule by March 10	
	5/10/2022	Annual	Not yet scheduled	Schedule by March 10	5/5/2021
	5/26/2022	Annual	Scheduled		5/18/2021
	5/16/2022	Annual	Not yet scheduled	Schedule by March 10	5/31/2021
	6/7/2022	Annual	Not yet scheduled	Schedule by March 10	6/4/2021

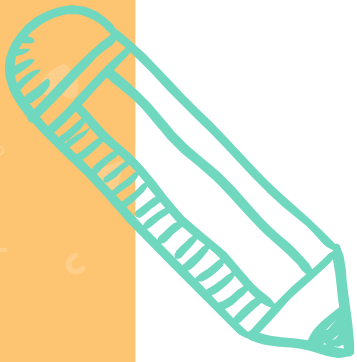
# Asana is a nifty helper



## ✓ Bobby McGee Annual Evaluation 2022



- ✓ Finalize eval date Jan 3 SL
- ✓ Confirm notetaker if needed Jan 3 SL
- ✓ Set up Eval Template Jan 12 SL
- ✓ Send self eval template and instructions, begin assigning Asana tasks Jan 17 SL
- ✓ Review and approve supervisee's eval template Jan 21
- ✓ Review/edit/confirm your self eval template before filling it out: <https://app.box.com/file/908995145315> Jan 25  
- ✓ Determine who will do full peer eval Jan 21 SL
- ✓ Complete Self-Eval and send to SL (Hard Deadline) Jan 31 
- ✓ Check for self eval Jan 31 SL
- ✓ Distribute Self-Eval and Blank Peer Evals to Staff Feb 1 SL
- ✓ Eval Reminder 1 (email) Feb 1 SL
- ✓ Eval Reminder 2 (on slack) Feb 7 SL



## USFWC Streamlined Peer Feedback Form

**Please provide 1-2 paragraphs of narrative feedback for this co-worker, reflecting on their performance as a USFWC staff member over the evaluation period.**

Some key questions you may want to consider in guiding your reflections include:

- Where have you seen this worker show up particularly well over this period? **What key contributions have you seen them make to the organization, our members, and our work in the world**, where have you seen them demonstrate exceptional effort, and/ or where have you seen them grow in their work?



## PEER EVALUATION FORM: MANAGING DIRECTOR

Date:

Evaluation of:

Your name:

What work do you do with this person?

**PLEASE ASSESS THE ACCURACY OF THESE STATEMENTS USING THE FOLLOWING RATING SYSTEM**

**RSC = Requires Significant Change**

**NI = Needs Some Improvement**

**ADQ = Adequate**

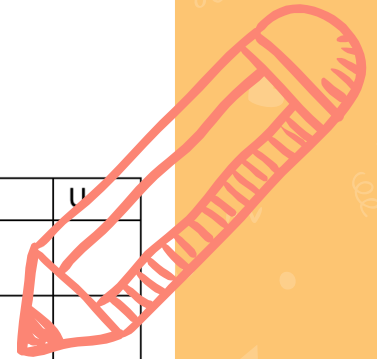
**GD = Good**

**O = Outstanding**

**U = I'm unsure**

### DEVELOPMENT OF ORGANIZATIONAL RESOURCES

	SC	NI	ADQ	GD	O	U
Helps to develop financial resources through grants and philanthropic awards						
Project manage USFWC contracts and ensure timely, quality grant reporting.						
Assist in monitoring finances by overseeing bookkeeper and operations manager in producing regular financial statements and tracking budget actuals.						





**Wait! What if  
there's no job  
description?**

## USFWC 6-Month or Annual Evaluation Discussion

Evaluation for:

Supervisor:

Date:

### Reminder about evaluation schedules:

#### ***Your first year on staff:***

- 3 month check in with your supervisor, covering a few questions
- 6 month eval - 3 longer evals based on your job description, opportunities for other staff members to provide streamlined feedback
- 9 month check in with your supervisor
- Annual eval - 3 longer evals, opportunities for other staff members to provide streamlined feedback. Good time to review and revise your job description.

#### ***After first year on staff:***

- Only Annual eval - 3 longer evals, opportunities for other staff members to provide streamlined feedback. Good time to review and revise your job description.

### Tasks and takeaways from last evaluation (if applicable)

### **Notes from Discussion**

*(Questions to discuss)*

**How has this evaluation *process* been for you so far – doing your self evals and getting and reading the peer evals?**

**Reading through the peer evals, what were the biggest things that came up for you?**

**What stood out as highlights about your work?**



1. Do you have tips from your best experiences with evaluation?

2. What's something new you'd like to try?

3. What questions do you have?

Thanks!

See USFWC's Evaluation  
Templates at:  
[tinyurl.com/Co-opPeerEvals](https://tinyurl.com/Co-opPeerEvals)

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