

## Appraisal/Evaluation Prompts

Below are suggested AI prompts for common sections of the SHRA and EHRA-NF performance appraisals.

### 1. Summarizing Performance Across the [Institutional Goals](#)

Use this to draft the narrative section aligned to UNC Charlotte's required [Institutional Goals](#): expertise, accountability, customer-oriented service, team-oriented, compliance & integrity and supervision (if applicable).

**AI prompt idea:**

*"Help me summarize an employee's annual performance across UNC Charlotte's Institutional Goals. The employee's responsibilities include [general description]. Draft concise, objective paragraphs for expertise, accountability, customer-oriented service, team-oriented collaboration, compliance & integrity, and supervision (if applicable), using neutral and factual language I can review."*

### 2. Documenting Achievements and Results of the Employee's Individual Goals

Use this when writing the accomplishments narrative in the comment section of the appraisal.

**AI prompt idea:**

*"Draft a professional summary of the employee's annual accomplishments. Their goals included: [general, high-level versions of 3–5 goals]. Focus on impact, consistency, and results, using a factual, balanced tone."*

### 3. Describing Challenges the Employee Encountered

This prompt helps give context about workflow barriers or operational challenges while keeping tone constructive.

**AI prompt idea:**

*"Help me describe challenges the employee encountered this year, such as [general challenge — system transitions, workload spikes, evolving processes]. Write this in a growth-oriented tone, focusing on context, impact, and what was learned."*

### 4. Identifying Areas for Improvement and Development Opportunities

Focus on skill and behavior development without sounding punitive.

**AI prompt idea:**

*"Create a constructive description of the employee's development opportunities. Keep the tone supportive and connected to observable behaviors. Reference broad areas such as communication, prioritization, technical skill development, or adapting to change."*

### 5. Supporting Accurate Performance Ratings (Not Meeting, Meeting, Exceeding Expectations)

Align your narrative with established definitions from:

- [Institutional Goals Document](#)

- [Individual Goals – Rating Scale](#)

**AI prompt idea:**

*“Using high-level descriptions only, help me draft narrative language that corresponds to the appropriate performance rating on a 3-point scale (Not Meeting, Meeting, Exceeding Expectations). Use general behaviors related to accuracy, timeliness, independence, quality, communication, and customer service — consistent with UNC Charlotte’s Institutional Goals and the three-point rating scale definitions.”*

This allows you to align wording with policy language such as:

1. *Meeting expectations* - accurate, timely, efficient, professional performance
2. *Exceeding expectations* - high-quality, proactive, rarely needing oversight, adding value
3. *Not meeting expectations* - inconsistent quality, frequent oversight needed, missed deadlines