

Tips for a Successful Performance Discussion

Supervisor Tips for Conducting an Effective Performance Discussion

1. Schedule the meeting at a time and place that is private and convenient for you and the employee.
2. When reviewing the performance assessment, engage in two way dialogue with employee.
3. When providing feedback:
 - a. Be sincere, stay job oriented and objective. Discuss the examples that support each rating.
 - b. Share your feedback in a positive tone.
4. Allow the employee to actively participate in the conversation. Use active listening and ask open-ended questions to encourage discussion.

Examples:

 - a. What do you like about your job?
 - b. What parts do you feel you do well?
 - c. What parts of your job are most rewarding?
 - d. What resources do you need?
 - e. What more could I do to help you?
5. Review core position duties and responsibilities and identify updates that may be necessary

Remember...

- Engage in dialogue throughout the year with your employee to review progress on goals and job performance.

Employee Tips for Participating in an Effective Performance Discussion

1. Engage in discussion and dialog with your supervisor regarding performance ratings and feedback
2. Actively listen and ask questions to ensure a mutual understanding of performance criteria ratings and feedback received
3. Provide ideas on how to resolve concerns
4. Ask for specific examples if anything is unclear
5. Share with your supervisor important information such as:
 - a. What you like about your job?
 - b. What parts you feel you do well?
 - c. What parts of your job are most rewarding?
 - d. What resources you may need?
 - e. What could supervisor do to help you?
6. Discuss core position duties and responsibilities and identify updates that may be necessary