Performance Conversation Guide - Employee

**Preparation:**
- What do you want to achieve from this conversation?
- What pre-conceived notions or assumptions might you have about this conversation?
- What approach would you like to take in this conversation and why?
- What does a good resolution (or ideal outcome) look like?
- What opportunities will open up for you once you have this conversation?
- What will help you stay curious and present?

**To consider sharing with your Manager during the conversation:**
- Considering your role, share your thoughts regarding your performance over the past [months/quarter/year].
- Inform your Manager on what were you most proud of and share some examples.
- Share the challenges you experienced.
- Tell your Manager how you overcame and/or are resolving these challenges.
- Identify and share the learning opportunities these challenges presented.
- Share what you would have done differently, if anything.
- Tell your Manager about your performance goals moving forward.
- Describe how you would measure your success.
- Share what additional resources you may need to be more effective in your role (e.g. training, job shadowing, etc.).
- Share how you plan to keep your manager apprised of your progress/success.
- Share what else you would like your Manager to know about you (personal and/or professional).

**Reflection:**
- What did you learn?
- What surprised you in the conversation?
- What were the benefits of having this conversation?
- What aspects were challenging?
- What would you do differently next time, if anything?
- How will you maximize the possibilities of this conversation?