

Performance Conversation Guide - Employee

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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?*

2

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).*

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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?*