

EFFECTIVE PERFORMANCE DISCUSSIONS EMPLOYEE CHECKLIST

BEFORE

PREPARE

- Reflect on your performance in the past year
- Write a balanced self-assessment that summarizes accomplishments, strengths and areas for improvement
- Complete your self-assessment in Talent@GW and submit it by the due date to give your manager time to provide feedback on the manager review
- Make a list of key topics and questions you want to raise during your performance discussion
- Be prepared to share specific examples, ideas and thoughts

CONSIDER

- Think about your career goals, important priorities for the coming year and the professional development opportunities that can help you achieve your goals
- Identify any feedback you want to share with your supervisor about how the two of you work together, and how they can support your work

COMMUNICATE

- Communicate with your supervisor before the discussion if you have any questions, concerns, or recommendations

DURING

KNOW WHAT TO EXPECT

- Keep your notes/list in front of you to ensure you cover the items important to you
- Be open to learning and understanding the feedback you receive
- Take notes to track key actions and ensure you understand expectations

CLARIFY

- Actively listen and ask questions throughout to make sure you understand
- Share your views and use specific examples to make your points, or if you have concerns or disagree
- Be honest and communicate your blind spots, be willing to work through any difficult issues, and maintain a positive focus
- Share feedback and suggestions for how you and your supervisor can work better together

FOCUS ON THE FUTURE

- Make sure you discuss goals for the coming year and prioritize areas of focus to help you draft your goals
- Provide your supervisor information about your career goals and explore ideas that will help you progress

AFTER

REVIEW

- Review your notes to make sure you understand what is expected of you
- If you have any questions or concerns, follow up with your supervisor

SEEK REGULAR FEEDBACK

- Discuss goal progress at your 1:1s - it's in your best interest to be proactive if you need to update or change a goal
- Continue the conversation - if new challenges or obstacles are interfering with achieving your goals, share those challenges with your supervisor
- Reflect regularly on your performance and progress. Seek input from others such as co-workers and customers
- Prepare for the midpoint check-in with your manager to revisit goals, priorities and progress.

STAY ON TRACK

- Take control of your career by regularly reviewing what is important to you and sharing your needs with your manager
- Keep asking yourself if you are taking actions that will improve your performance and help you learn and develop