Performance Discussion Guide

- Discuss staff member’s performance on primary responsibilities, both anticipated and accomplished.
- Discuss staff member’s contributions to the success of the unit and the success of the initiatives, both anticipated and accomplished.
- Discuss staff member’s competencies and opportunities for competency development.
- Discuss staff member’s customer focus and collaborative teamwork approach.
- Discuss barriers and/or challenges to effective performance and job satisfaction.
- Discuss recurring tasks and processes. Identify things that could be streamlined or improved.
- Discuss staff member’s suggestions and feedback for supervisor.

Please summarize discussion points, and date(s) of discussion(s). Each dated entry should be initialed by both Staff Member and Supervisor.

Summary of Discussion(s)

Date: _______________  Initials: Staff Member’s _______  Supervisor’s: _______

Date: _______________  Initials: Staff Member’s _______  Supervisor’s: _______
Performance Conversation Summaries

Note: A useful reference guide for these conversations include topics outlined in Performance Discussion Guide.

Date: _______________  Initials: Staff Member’s __________  Supervisor’s __________

Date: _______________  Initials: Staff Member’s __________  Supervisor’s __________

Date: _______________  Initials: Staff Member’s __________  Supervisor’s __________

Date: _______________  Initials: Staff Member’s __________  Supervisor’s __________