

Instructions

Hiring Manager

- Review the “Performance Review – Conversational Approach” form to determine that it adequately addresses a position’s responsibilities.
- Review employee’s job description to ensure that job duties and requirements still current.
- Review performance goals and objectives that may have been established and progress that has been made toward achieving them.
- Be prepared to discuss employee’s performance as it relates to the employee’s job duties and established goals and objectives.
- Be prepared to discuss development opportunities.
- Document conversation using this form.

Employee

- Review your current job description to ensure that it accurately reflects your position’s job duties and responsibilities.
- Review performance goals and objectives set at your last meeting.
- Be prepared to discuss your performance for the evaluation period. Review any projects you worked on and come prepared to discuss them.
- Think about your career goals and consider how they relate to your position and the department’s goals?

Professional Staff Performance Review – Conversational Approach

Employee Name(Last)	(First)	(M.I.)	Position Title
Performance Period	Discussion Date	Name and Title of Supervisor	

1. Progress toward achieving the goals / objectives / projects established for the review period.

2. Performance of job duties and responsibilities

3. Team participation.

4. Providing services to internal and external customers

5. Noteworthy achievements

6. Goals / objectives / projects for the next review period.

7. Training or development opportunities for the next review period.

8. Identify management support desired.

Employee Review/Comments

Employee Signature

Supervisor Signature

Date

Date