

Performance Evaluation: Conversational Approach

Hiring Manager Instructions

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

Employee Instructions

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

Contact Information

1. Employee name:
2. Position title:
3. Performance period:
4. Conversation date:
5. Name and title of manager:

Performance Evaluation

1. Progress toward achieving 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 audiences:
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:

9. Employee Review/Comments:

Approvals

Employee's signature and date:

Manager's signature and date:

Revised: 2/27/2026

Contact: hr.uw.edu/contact-us