Effective Performance Discussions Tips

☐ Before meeting, review the Position Description and Performance Plan to make sure you can state clearly what would constitute Fully Successful performance.

☐ Conduct the performance discussion in a private place.

☐ Arrange adequate time for your comments as well as feedback and questions from the employee.

☐ Clearly state performance expectations and seek confirmation that the employee understands those expectations (agreement is not required, understanding is the goal).

☐ Focus on the performance issue(s), using specific examples, not on personalities or other distractions.

☐ Always maintain a constructive tone, along with a calm and professional demeanor.

☐ Seek cooperation, NOT confrontation.

☐ Remember that your goal is to improve the employee’s performance, not to win an argument with the employee.

☐ Try to end the session on a positive note by emphasizing that your mutual goal is improving the employee’s contributions to the success of the organization.