
PERFORMANCE DISCUSSIONS - A SUPERVISORS CHECKLIST

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.