IANR’s performance management conversations allow for open and honest two-way dialogue between employees and managers. During these conversations, you will focus on your past accomplishments, upcoming priorities, your individual talents and strengths, challenges you may be facing, and what you need from your manager to succeed.

Conversations take place 2x/year: once in the Fall, and once in the Spring.

**Conversation Questions**

1. What accomplishments have you had since the last time we met?

2. What will you accomplish before the next time we meet?

3. What are your natural strengths and talents? How can you further utilize these in your job and within our team?

4. What challenges are you facing today?

5. How can I help you be your best?
What accomplishments have you had since the last time we met?

This is your opportunity to highlight what you accomplished over the past six months. You do not need to list everything you achieved, but focus on the projects or tasks that were your biggest priority and had a significant impact.

Things to think about:
- What are your greatest recent accomplishments?
- What are you most proud of achieving?
- What have you done to create significant impact in your job?
What will you accomplish before the next time we meet?

Think ahead to the next six months. What are the things you will be working on? What projects or tasks will require the most of your time and will have the biggest impact? Work with your supervisor to clearly define what is expected of you in your current job.

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Things to think about:

- List your upcoming top priorities or goals.
- Do you have any new or innovative ideas?
- This should be a collaborative discussion with your manager to ensure you are aligned on upcoming expectations.
- Remember! Priorities and workload shift throughout the year. It’s okay to be flexible and adjust your goals as necessary.
3. What are your natural strengths and talents? How can you further utilize these in your job and within our team?

During which tasks/projects were you “in your zone?” Which part of your job gives you the most energy? How can we help you do more of that? What parts of your job do you find draining? How can we further tap into your strengths to help our team?

Things to think about:

- Think about what you’re good at and what you like to do within your current job – what energizes you?
- Think about recent accomplishments – what traits helped you succeed?
- Is there a project or task you’d like to be more involved with?
- What are ways you can further develop and invest in your strengths and talents?
- Ask your manager what he/she sees as your strengths on the team.
4 What challenges are you facing today?

Are there things that are keeping you from performing at your best? What are they?

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Things to think about:

- Be honest about your challenges: maybe you’re having a tough time prioritizing, you’re not sure how to work through a conflict, or you’re facing a communication challenge. What could be better?
- What solutions do you have?
- Be prepared for open, honest discussion and input from your manager on how to overcome obstacles.
How can I help you be your best?

It’s important to let our managers know how they can help us be our best. Is there something they could do to help you be more effective? If so, this is your chance to discuss.

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Things to think about:
- What support do you need most from your manager?
- Do you need more guidance on a project that has been assigned to you? Do you need more frequent interaction with them just to touch base?
- This is your chance to let them know how they can help you perform at your best.