

## **Performance Management Conversation**

Employee:	
Manager:	
Position:	
Review Period: December 1 – March	15, 20
July 1 – October 15, 2	0
Performance Conversation Process	Common Missteps in the Process
• Employee schedules conversation	Do <u>not</u> share your answers before the conversation.  The focus is on the conversation.
Employee and manager prep for conversation	Employees – Talk about accomplishments and challenges.
• Conversation takes place	Managers – Recognize accomplishments <u>and</u> talk about the challenges/areas of improvement.
Employee summarizes conversation online	Transparency in the conversation – no surprises!
Manager reviews, adds comments, sends to employee	Do <u>not</u> write new information in the summary.
• Employee acknowledges review	Letting the answers and conversation go stale.  Work to keep the answers and the conversation fresh.

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

Things to think about: 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; you were most proud of achieving; had a significant impact; or has been most beneficial to the department/team.

Go to <a href="https://ianrhr.unl.edu/what-accomplishments-have-you-had-last-time-we-met">https://ianrhr.unl.edu/what-accomplishments-have-you-had-last-time-we-met</a> for ideas to keep the answer fresh

2. Do we (me and my supervisor) think my accomplishments align with what is expected (most needed) for this position and our unit's priorities? Yes, Somewhat, or No? Explain.
Things to think about: Are we on the same page for how I should be spending my time? Why or why not? What are the expectations for this position? Remember that priorities and workload shift throughout the year. It is okay to be flexible and adjust your goals as necessary.
Go to <a href="https://ianrhr.unl.edu/do-we-think-my-accomplishments-align-what-expected-position-and-our-units-priorities">https://ianrhr.unl.edu/do-we-think-my-accomplishments-align-what-expected-position-and-our-units-priorities</a> for additional things to think about for this question
3. What will you accomplish before the next time we meet?
Things to think about: Think ahead to the next six months. What are the things you will be working on? What projects or tasks will require most of your time and/or will have the biggest impact? Work with your supervisor to clearly define what is expected of you in your current job.
Go to <a href="https://ianrhr.unl.edu/what-will-you-accomplish-next-time-we-meet">https://ianrhr.unl.edu/what-will-you-accomplish-next-time-we-meet</a> for ideas to keep the answer fresh

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

Things to think about: During which tasks/projects were you "in your zone?" Which part of your job gives you the most energy? What traits helped you succeed? What are ways you can further develop and invest in your strengths and talents? How can we further tap into your strengths to help our team?

Go to <a href="https://ianrhr.unl.edu/what-are-your-natural-strengths-and-talents">https://ianrhr.unl.edu/what-are-your-natural-strengths-and-talents</a> for ideas to keep the answer fresh

Things to think about: Are there things that are keeping you from performing at your best? What are they? Be honest and forthcoming about your challenges. What could be better? What solutions do you have? Are there parts of your job do you find draining? Can you find a partner and/or use one of your strengths to help? How can we find a work around, if possible? Be prepared for an open, honest discussion and input from your manager on how to overcome obstacles.					
Go to <a href="https://ianrhr.unl.edu/what-challenges-are-you-facing-today">https://ianrhr.unl.edu/what-challenges-are-you-facing-today</a> for ideas to keep the answer fresh					
6. How can I help you be your bes	. <del></del> ?				
Things to think about: It is important to let our managers know how they can help us be our best/what support you need the most. Is there something they could do to help you be more effective? If so, this is your chance to discuss.					
Go to <a href="https://ianrhr.unl.edu/how-can-i-help-you-be-your-best">https://ianrhr.unl.edu/how-can-i-help-you-be-your-best</a> for ideas to keep the answer fresh					
Signatures					
I have reviewed this document an	d discussed the cont	ents with my manager. My signatu	re means that I have been		
I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance assessment. My signature does not necessarily imply that I agree with the evaluation.					
	 Date		 Date		
<b>.</b> ,					

5. What challenges are you facing today?

For additional information or questions, please visit the IANR HR website or contact <a href="mailto:IANRHR@unl.edu">IANRHR@unl.edu</a> or <a href="mailto:becky.carter@unl.edu">becky.carter@unl.edu</a> if you have questions.