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Performance Management Conversation

Employee: _____

Manager: _____

Position: _____

Review Period: December 1 – March 15, 20_____

July 1 – October 15, 20_____

Performance Conversation Process

- 1 • Employee schedules conversation
- 2 • Employee and manager prep for conversation
- 3 • Conversation takes place
- 4 • Employee summarizes conversation online
- 5 • Manager reviews, adds comments, sends to employee
- 6 • Employee acknowledges review

Common Missteps in the Process

Do not share your answers before the conversation.
The focus is on the conversation.

Employees - Talk about accomplishments **and** challenges.
Managers - Recognize accomplishments **and** talk about the challenges/areas of improvement.

Transparency in the conversation - no surprises!
Do not write new information in the summary.

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 <https://ianrhr.unl.edu/what-accomplishments-have-you-had-last-time-we-met> 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 <https://ianrhr.unl.edu/do-we-think-my-accomplishments-align-what-expected-position-and-our-units-priorities> 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 <https://ianrhr.unl.edu/what-will-you-accomplish-next-time-we-meet> 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 <https://ianrhr.unl.edu/what-are-your-natural-strengths-and-talents> for ideas to keep the answer fresh

