



Performance Continuum Snapshot Conversation Worksheet

The purpose of this exercise is to use a visual tool to understand and facilitate dialogue about current performance and ideas for growth. This is a snapshot, a point-in-time. It works in conjunction with your 10-Minute Questions Conversations.

Step 1: Employee

Start by describing your perspective:

1. **THE PRESENT SNAPSHOT:** REFLECT ON YOUR CURRENT PERFORMANCE
 - Where do you see yourself now?
 - Would you put yourself in different places depending upon the various aspects of your job?
2. **THE FUTURE SNAPSHOT:** THINKING AHEAD, WHERE DO YOU HAVE THE POTENTIAL AND DESIRE TO MOVE?
 - What is one thing you can do to move ahead?

Step 2: Manager

After hearing from the employee and asking any clarifying questions, share your perspective:

1. **THE PRESENT SNAPSHOT:** REFLECT ON YOUR CURRENT PERFORMANCE
 - Where on the Continuum do you see the employee's current performance?
 - Explain your thinking, and focus on the planned position.
2. **THE FUTURE SNAPSHOT:**
 - Future Snapshot: Describe how this individual can continue moving forward.
 - Discuss and explore ideas about developing new skills, leveraging strengths, shifting a behavior or work style.
 - Now, identify one new thing and agree on next steps.

Employee Performance Continuum Snapshot

