



**Performance
Conversation Guide
for Manager and
Employees**

Instructions:

Managers: provide this worksheet to the employees you will be meeting with.

Employees: Use this worksheet to help prepare for and guide your annual performance conversation with your manager. The purpose of the worksheet is to:

- Prepare for a two-way conversation
- Organize your ideas and make notes
- Anticipate what your manager will want to cover
- Let your manager know what topics and questions are important to you to cover

After reviewing this document, check-off your preferences and the questions you want to ask/review during the meeting with your manager. Keep the original and make a copy and share with your manager 2-3 days before your scheduled conversation.

Who	Topics and Ideas for Questions	Notes
1. Employee	Start the meeting with: 1. Highlighting some of your contributions. 2. Moving forward, discuss your ideas about what's next to focus on. 3. Other Topic Ideas:	
2. Employee	Check the questions you'd like to ask your manager: <input type="checkbox"/> What's one thing I do well that I should continue with? <input type="checkbox"/> What's one thing I'm doing that adds value? <input type="checkbox"/> What strength could I leverage more? <input type="checkbox"/> What's one thing I can do to grow in my position? <input type="checkbox"/> What's one area in which I can increase or re-focus my attention? <input type="checkbox"/> What's one thing I do well that I can teach someone else? <input type="checkbox"/> What do you think is the one thing I <i>could do</i> to make even more progress in my role? <input type="checkbox"/> What's next for me to focus on? <input type="checkbox"/> What skill should I activate or leverage? <input type="checkbox"/> What's one thing I could do to contribute even more? <input type="checkbox"/> What's one way I can support you more? <input type="checkbox"/> What's one way I can work better with others (colleagues, internal customers, vendors etc.) <input type="checkbox"/> Other:	
3. Manager	Areas Covered by the Manager -What's gone well, your contributions and their impact. -Moving forward, what's next to focus on. -Other Topic Ideas:	
4. Employee	Check the questions you'd like your manager to ask you: <input type="checkbox"/> What do you see next for yourself? <input type="checkbox"/> Is there anything you want to be involved in? <input type="checkbox"/> Is there a new skill you want to develop? <input type="checkbox"/> As you think about your professional progress what on-the-job experience would be helpful? <input type="checkbox"/> What's one thing you need to do or know to reach a near or longer-term professional goal? <input type="checkbox"/> What's one of your skills you'd like start using or use more of? <input type="checkbox"/> What do you wish you knew more about within the organization that would be helpful in your job?	
5. Manager	Questions for the Manager to Ask the Employee <input type="checkbox"/> What's one thing I'm doing to support you that is working and I should continue with? <input type="checkbox"/> What's one way I could support you more? or <input type="checkbox"/> What's one way we could work better together?	
6. Employee	Wrap Up Explain your two biggest take-aways from the conversation	
7. Manager and Employee	Identify next steps as a result of your conversation, such as follow-up items, new goals, ideas for development, etc.	