



INTERIM PERFORMANCE DISCUSSIONS

Employee Guide

*It's more than a
Meeting*



Overview

After the beginning of the Performance Period, an interim performance discussion occurs between a manager and their employees on an individual basis. Depending on your agency, you may have more than one interim performance discussion with your employees.

An interim performance discussion with your manager should include the following:

- A summarization of the **accomplishments achieved**, to date.
- Identification of any **goals added, eliminated or changed** during the performance period.
- A review of your **priorities for the remainder** of the performance period.
- Clarification on what the **performance expectations are going forward**.

How To Prepare For Interim Performance Discussion?



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Remember:

The interim performance discussion is a productive dialog between you and your manager.

1

PREPARING FOR THE PERFORMANCE DISCUSSION



- Do not assume your manager is aware of your accomplishments.
- Identify
 - **goals/tasks you accomplished**, to date
 - goals/tasks you have for the remainder of the performance period
 - areas for **your future development**
- Create a **list of questions** for asking your manager.
- Be prepared for **questions the manager may ask you**.

Here are examples of questions the manager may ask you:

- ? What areas in your performance do you feel are **meeting expectations**?
- ? What areas in your performance do you think **need improvement**?
- ? Are there any **barriers impacting your performance** in (X)?
- ? What can I do to **help you improve your performance** in (X)?

2

PERFORMANCE DISCUSSION WITH YOUR EMPLOYEE

- Be prepared to discuss the **accomplishments you achieved** on your goals and tasks, to date.
- Ask for feedback from your manager on areas you are **meeting expectations** and areas which **need improvement**.
- Listen to your manager's **feedback with an open mind**.
- If you do not agree with your manager, ask for specific examples.
- Be proactive by providing **ideas on resolving any issues**.
- Collaborate with your manager setting **expectations and standards for the remainder** of the performance period.
- Discuss any **development and training** you require for doing your job more efficiently.

Questions you might ask the employee during the interim performance discussion include:

- ?** What areas in my performance do you think **I am meeting expectations?**
- ?** What areas in my performance do you think I **need improvement?**
- ?** How do you think I can **improve my performance** in (X)?
- ?** Do you have any **additional feedback** regarding my performance?

- Confirm your understanding of what you and your manager have discussed and agreed upon on your performance, going forward.



CLOSING THE PERFORMANCE DISCUSSION

- Thank your manager for their feedback**, even if you do not agree with everything they said.
- Recommit yourself for achieving success** the remainder of the performance period.