



INTERIM PERFORMANCE DISCUSSIONS

Manager Guide

*You can't manage what you
don't measure.*

- Peter Drucker -



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 employee(s).

An interim performance discussion with each employee should include the following:

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

How To Conduct Interim Performance Discussion?



1

[Preparing For
The Performance
Discussion](#)



2

[The Performance
Discussion With Your
Employee](#)



3

[Closing
The Performance
Discussion](#)



Remember:

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

1

PREPARING FOR THE PERFORMANCE DISCUSSION



- Provide appropriate **notice to your employee to come prepared to the meeting.**
- Identify
 - areas the **employee met expectations** and/ or **needs improvement**
 - any goals the employee must complete in the remainder of the performance period
 - ways the employee can **improve their performance.**
- Create a list of **questions for asking the employee.**
- Be prepared for questions the employee may ask you.**

Here are some examples of questions:

- ? 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)?

2

THE PERFORMANCE DISCUSSION WITH YOUR EMPLOYEE

- Let the employee discuss **their accomplishments achieved** on their goals and responsibilities, to date.
- Provide appropriate feedback to the employee on areas they are meeting expectations and areas which **need improvement**.
- Listen** to your employee's feedback with an **open mind**.
- If you do not agree with your employee, ask for specific examples.
- Be proactive by **providing ideas on resolving any issues** the employee may have.
- Collaborate with your employee in **setting expectations and standards** for the remainder of the performance period.
- Discuss any **development and training** the employee requires for doing their job more efficiently.

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

- ? 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)?

3



**CLOSING THE
PERFORMANCE
DISCUSSION**

- Thank the employee for their feedback**, even if you do not agree with everything they said.
- Offer encouragement** to the employee for **achieving success** the remainder of the performance period.
- Document the performance discussion** in TeamWorks and share with the employee.