

Employee Pre-Performance Conversation Worksheet

In preparation for your upcoming conversation on your performance, please consider the following as it relates to your position. It is not necessary to type out responses and return them to Human Resources; this list is meant to give you time to reflect on some of the topics that will be discussed during the performance conversation.

- After reviewing your job description, do you see anything that needs to be revised?
- Utilizing the *Strengths Examples*, identify one or two strengths you have noticed within yourself that has contributed to your success in the position of (Position Title) or the success of the team/department.
- Identify one or two things you have learned recently that can help you be successful in your position as (Position Title). This could be something you learned at work, from reading a book, listening to a podcast, etc.
- If given the opportunity, which skills and/or competencies would you most like to develop over the next few months for your professional growth?
- Consider which aspects of your work are most challenging and what aspects of your work you would like to improve upon.
- Reflect on the last semester and consider if any aspects of your job performance could be improved.