

Performance Discussion Template

Bring your Performance Analysis to your meeting.

Meeting Location and Time: (neutral and private) _____

Employee Name :

Reiterate Roles and Expectations:

Key Comments and Points:

Step 1: Discuss observed and measured improvements *(see Performance Analysis)*

Step 2: Provide feedback on the employee's performance against established outcomes and measurements and what needs improvement *(see Performance Analysis)*

Step 3: Identify problem areas leading to the need for continued improvement *(see Performance Analysis)*

Ask your employee whether they are aware of this problem and the impact it has, as well as for their ideas of the underlying cause.

Step 4: Brainstorm Solutions and New Goals and Outcomes

Areas Needing to Be Addressed: <i>Specific tasks, behaviors, results, job responsibilities, tools, skills, etc.</i>	Expected Results/Performance:	Timing Requirements:
Areas Needing to Be Addressed:	Measurement Criteria: <i>Specific observable behaviors, milestones, quality, accuracy, testing of knowledge, feedback from others, timeframe of production, etc.</i>	

Step 5: Develop Action Plan