

<b>Opening</b>	<ul style="list-style-type: none"> <li>• Relax employee/establish rapport</li> <li>• Start the discussion on a positive note</li> <li>• Set a tone of collaboration</li> </ul>
<b>Performance Objectives</b>	<p>For each objective:</p> <ul style="list-style-type: none"> <li>• Review how it relates to employee’s primary responsibilities &amp; unit objectives</li> <li>• Seek employee’s perception: What went well/Areas to improve</li> <li>• Give time to read the form for that objective</li> <li>• Explain your perception and rating: What went well/Areas to improve</li> <li>• Ask employee about work impediments and process improvement ideas</li> </ul>
<b>Development Objectives</b>	<p>For each objective:</p> <ul style="list-style-type: none"> <li>• Review why the competency areas was chosen</li> <li>• Seek employee’s perception: What went well/Areas to improve</li> <li>• Give time to read the form for that objective</li> <li>• Explain your perception and rating: What went well/Areas to improve</li> </ul> <p>Career aspirations</p> <ul style="list-style-type: none"> <li>• Steps employee has taken</li> <li>• Areas you can help</li> <li>• Set realistic expectations</li> </ul> <p>Future development</p>
<b>Closing</b>	<ul style="list-style-type: none"> <li>• Seek common understanding/agreement</li> <li>• Obtain employee feedback on what supervisor can do to help</li> <li>• Schedule planning date</li> <li>• End on a positive note</li> </ul>