

## Facilitating a Successful Performance Feedback Meeting

Here are a few things to keep in mind when conducting a Feedback Meeting:

### ✓ Have a Plan

- ☐ Set objectives for the meeting.
- ☐ Outline the flow of your meeting.
- ☐ Schedule the meeting.
- ☐ Allow enough time on your schedule.
- ☐ Choose a location free from distractions.

### ✓ Set the Tone

- ☐ Welcome the employee.
- ☐ Provide an overview of the meeting.
- ☐ Describe how you would like the employee to participate.

### ✓ Create Dialogue

- ☐ Encourage the employee to talk.
- ☐ Listen, don't interrupt.
- ☐ Remain objective.

### ✓ Collaborate

- ☐ Conduct the Values Assessment.
- ☐ Work together to determine at least one demonstrated strength and one opportunity for improvement for each of Our Values.
- ☐ Discuss team member development.
- ☐ Cooperate to set performance goals for the next year.

### ✓ Review Performance Based on Job Responsibilities

- ☐ Discuss the rating.
- ☐ Be direct and specific.
- ☐ Focus on performance and behavior.
- ☐ Don't get personal.
- ☐ Provide supporting observations or facts.
- ☐ Don't tiptoe around an issue.
- ☐ Discuss accomplishments.
- ☐ Talk about areas of growth and development.
- ☐ Ask for the employee's input.
- ☐ Don't forget to provide encouragement and motivation.

### ✓ Wrap Up the Meeting

- ☐ Discuss future performance expectations.
- ☐ Summarize the key points of the meeting.
- ☐ Agree on a follow-up plan for action items.
- ☐ Keep it positive and motivational.