

7900 West Division Street

River Forest, IL 60305

**Performance Discussion**

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| **Employee Name:** |  |
| **Employee Title:** |  |
| **Supervisor:** |  |
| **Department :** |  |
| **Discussion Date :** |  |

Staff members will engage in performance discussions with their immediate supervisors annually. These forward-thinking discussions will allow for an understanding of expectations and encourage open dialogue aimed at reaching departmental and personal goals.

**The process will begin with the self-assessment from the employee to be completed a week prior to review.** In preparation of the review, the supervisor will review the Performance Factor worksheet to highlight other critical factors related to the employee’s responsibilities. The worksheet will then be used as a tool for each to individually gather their thoughts prior to performance discussion. Using questions to prompt an interactive dialogue, the discussion will focus on three key components:

* Definition – Review your role. What has been added, taken away, or changed?
* Appreciation – What’s going well? What strengths do you bring to your work?
* Development – Where is there room for growth? What are the key items you should focus your attention on moving forward?
* Expectations – What’s expected of you? What do you need to be most successful?

**Section 1 – Role Review**

*Review your current position description using the questions outlined in the* ***Performance Discussion & Position Review Guide****.*

***Staff member comments regarding current job description***

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***Supervisor comments/response to staff member reflection regarding current job description***

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**Section 2 - Appreciation**

*Reference the questions in the* ***Performance Discussion & Position Review Guide*** *to reflect on your areas of strength.*

***Staff member comments on areas of strength***

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***Supervisor comments/response to staff member reflection areas of strength***

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**Section 3 – Development/Individual Goals**

*Reference the questions in the* ***Performance Discussion & Position Review Guide*** *to reflect on your areas for individual and professional growth.*

***Staff member reflection on areas for growth, goals, and development***

*How are you contributing to the university mission and its commitment to justice, equity, and inclusion?*

What skill building/leadership **development** opportunity would be helpful to you as continue to perform exceptionally in your role?

***Supervisor comments/response to staff member reflection areas for growth and development, and commitment to mission and JEI.***

**Section 4 – Expectations/Institutional Goals**

***Reflect on following questions in the context of the year ahead.***

*How are you going to help meet a critical goal for the department? How will you help the university achieve one of its broader goals?*

*In what ways can you improve your work flow? Are there things you can do to expand your knowledge or enhance your skills to make your job easier? What ideas do you have for making a greater impact in your role?*

*How will you continue to contribute to the university mission and its commitment to JEI or what JEI-centered work do you hope to get involved with in the coming year?*

***FOR THE SUPERVISOR*** *– How can I align staff member goals with institutional goals and the goals of the Strategic Plan as they relate to the unit?*

**Service to the University**

**Many employees perform “other duties as assigned” that may not be part of their official jobs at the university. Please indicate any activities in which you are involved in service to the university as a whole (Staff Assembly Committees, Staff Council, Title IX support, etc.).**

***Comments***

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**Improvement required (Optional, as needed)**

*Together, we have discussed the following issue(s) that must be addressed in the next 3-6 months. We have identified a plan for improvement and are committed to having a follow up conversation to gage progress in this/these areas.*

*Plan for improvement includes:*

1. *Define and discuss area in need of improvement*
2. *Create goals related to areas of improvement*
3. *Discuss three ways on how to accomplish said goals*
4. *Provide resources to assist in goal achievement*
5. *Define expectation for improvement*
6. *Follow up on progress by setting check-in dates (30 days, 60 days, 90 days)*
7. *Once goal is achieved, update plan as ‘improved’*

***Notes on Improvement Steps:***

**Signatures**

I have reviewed this document and have had an opportunity to discuss its contents with my supervisor. My signature indicates that I have been in dialogue with my supervisor to contribute to the performance discussion. **In addition, my supervisor and I have reviewed my current job description to ensure that it is accurate and up to date.**

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Cabinet Member Initials: \_\_\_\_\_\_\_

**Distribution: Employee and Supervisor should each retain copies. The original with all signatures is forwarded to Human Resources with the current job description. Please note if there are any revisions.**

Date received in HR \_\_\_\_\_\_\_\_\_\_\_