**Checklist: Performance Review Meeting**

**Preparation**

Know the objectives and goals of the meeting.

Anticipate questions and be as prepared as possible to provide explanations.

Choose a quiet, private space with as few interruptions as possible.

**Conducting the interview**

Create a positive environment and help the employee feel at ease.

Give balanced feedback, both positive and negative, but start with the positive.

Focus on the job, not the person.

Provide examples of both positive and negative behaviors.

Ask questions and allow the employee to provide feedback.

When discussing areas for improvement, discuss methods and objectives for improving.

Discuss possibilities for advancement, the employee's aspirations and professional development necessary to be a candidate for such future positions.

**Concluding the meeting**

Summarize and review the important points of the discussion.

Restate the action steps that have been recommended and provide a time frame for completion.

Make sure the employee reviews the appraisal and provides written comments.

Have employee sign the form to acknowledge that he or she has received the appraisal and had the opportunity to discuss the contents. Explain that a signature does not indicate agreement with the content.

**Follow-up**

Follow-up with the employee to see how goals and objectives are proceeding within the given time frames.

Offer the employee assistance in achieving goals and objectives and encourage discussion of successes and obstacles.