

7900 West Division Street

River Forest, IL 60305

**Performance Discussion**

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

Staff members will engage in performance discussions with their immediate supervisors annually each summer. New employees may have their first formal performance conversation after six (6) months. 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 supervisor and the employee reviewing the Standard Performance Factor worksheet to agree upon the most 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:

* 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 - Appreciation**

*In determining areas of strength – consider the following questions: What areas of exceptional performance should be noted? What aspects of your work contribute to your overall effectiveness? Of which accomplishments are you most proud? What did you enjoy most about your job in the past year?*

***Summary of the discussion on strengths***

|  |
| --- |
|       |

**Section 2 - Development**

*In determining areas for individual growth potential – consider the following questions: Are there areas of your job that need more attention? What could you do to improve your overall effectiveness? What did you find most disappointing about your work in the past year? What did you find most difficult or challenging in your job in the past year? What obstacles prevent you from performing at an exceptional level in your job?*

***Summary of the discussion on areas for growth***

**Section 3 - Expectations**

***Discuss the 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 contribute to the university mission and its commitment to inclusive excellence?*

***FOR THE SUPERVISOR*** *– How will I provide guidance and assistance to help you achieve your goals? What can I do to help make your work-life better?*

**Service to the University (Optional)**

**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***

|  |
| --- |
|       |

**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.*

**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 \_\_\_\_\_\_\_\_\_\_\_