



## Performance Development Plan

### Meeting Suggested Format

#### Step 1: Introduction

- Set Rapport – be open, honest and supportive
- Explain the purpose of the evaluation– to have a discussion about how things are going and to plan for the future

#### Step 2: Employee's Perspective

- Ask the employee how he or she sees their job performance and work climate
- Ask if there are any concerns
- Ask for suggested solutions to concerns
- Supervisor's primary role - **Listen**

#### Step 3: Supervisor's Perspective

- Give a brief summary of performance
- State positive performance you would like to see continue
- Suggest opportunities for improvement – coach and encourage

#### Step 4: Document

- Fill out the Performance Development Plan together
- Follow-up Meeting identified and scheduled