Annual Review – Role of Supervisor

- Schedule a time to meet with your direct report(s). Ask each employee to come prepared to discuss what has been accomplished so far and the plan for the remainder of the performance year.

- Review your notes of what has been accomplished to date.

- Meet and discuss employee performance to date. Ask the employee what is going well and what could be improved to encourage a productive conversation about work and performance.

- During the meeting, give the employee feedback on what you think they have done well and what you would like for them to focus on during the remainder of the year. Include any behavioral examples of what the employee is doing well or examples of behavior that needs to change.

- Review goals set earlier this year to determine if any need to be changed, added or removed.

- Review competencies for the position to discuss employee strengths or areas to improve.

- Discuss your performance expectations of the employee, identifying difficulties that may exist and a strategy to overcome obstacles.

- Agree on what should be accomplished for the remainder of the year, so that there are no surprises later.

- Document the discussion on the employee Performance Appraisal Form.