

<b>A MUST HAVE Checklist for an Annual Performance Review</b>	Employee	Supervisor
Prepare a review meeting agenda to ensure all key points are covered and provide to employee in advance		X
Reread the employee's last performance review		X
Review position description and be prepared to discuss any changes to the job during the year	X	X
Review the institutional values and core competencies for performance - document specific examples of strengths and areas for improvement	X	X
Review the goals established (at the beginning of the year or modified during the year) - document outcomes of the work		
Seek input from others	X	X
Ask the employee for a self-evaluation, provided to you in advance		X
Identify variances between your evaluation and the employee's self-evaluation and be prepared to discuss these differences		X
Seek input from others who interact frequently with the employee to ensure a complete picture of performance	X	X
Plan for career development opportunities	X	X
Rehearse conversation prior to review discussion		X
Develop and ask powerful questions	X	X
Develop questions to engage a two-way conversation		X
Create outline of talking points where bulk of review is on strengths, and any weaknesses are put into context		X
Plan for a positive close to the review meeting		X
Plan for next steps	X	X