

COACHING

Performance Review

Coaching – Performance Review Meeting

During the performance review meeting a few powerful questions can set the tone.

- What was the expectation that you feel was a success and why?
- As we discuss your annual expectations, let's consider the following:
 - What was your greatest challenge?
 - What would you do different?
 - What expectation could have gone better and why? What did learn from this?

Other questions you might consider during the conversation -

- What went well and how will that inform future expectations?
- Looking forward what would you like to focus on next year?
- As you consider this project in the future, what else will help you meet expectations?
- What developmental opportunities would you like to pursue?

Providing feedback -

- Based on what you described in your year-end comments, you meet expectations. This makes me feel confident that you were on track this year.
- This work (describe) to date significantly exceeds expectation because (describe specific behaviors and outcomes).
- In the meeting when you cut off people when they were sharing their opinions, it made me feel concerned because of the inconsistency with our values.
- When you stepped up to help the other team, it made me proud that you were demonstrating role model behaviors. You exceeded my expectations.

Be sure to end each meeting with next steps and accountability.

- Between now and our next meeting, what will you do to set next years expectations?
- What should we consider next year to continue your success?
- How can I be most helpful in the future?