Suggestions for Conducting Performance Review Meetings

The purpose of the performance review meeting is to improve communication about performance between an administrator and their supervisor. The meeting should foster ongoing communication between administrators and supervisors, support the development of clear, consistent and measurable goals, and establish the basis for making reward and recognition decisions.

It is the responsibility of the supervisor to communicate on an ongoing basis with administrators. They should provide clear and honest expectations and feedback. In turn, each administrator has a responsibility to participate in these conversations, understand their responsibilities and expectations and communicate any obstacles or training needs in order to effectively perform their role.

The following suggestions may help set the stage for a productive discussion:

- 1. Establish the proper climate.
 - Create a sincere, open, and constructive atmosphere.
 - Schedule the meeting in advance and stick to it.
 - Allow enough time to discuss the review.
 - Locate a private space and guard against interruptions.
- 2. Make it clear that this is a joint discussion.
 - Listen and ask for the employee's opinion.
 - Avoid words or body language that criticizes the employee's view.
 - Understand the employee's point of view. Working together is better than being at odds.
 - Be willing to modify the performance evaluation memo to reflect what is discussed and agreed upon at the meeting.
- 3. Discuss the individual's job description and performance requirements.
 - Explore the competencies required for successful performance.
 - Update the job description if needed.
- 4. Discuss goals for the performance review period.
 - Review whether the goals were met.
 - Discuss obstacles and roadblocks that affected goal achievement.
- 5. Discuss opportunities for growth and development in the current role or a different role.
 - Discuss the employee's developmental and career goals.
 - Remember there is also the opportunity for growth and development within the current role. There are new things to be done and more effective and efficient ways to accomplish work.