

# EMPLOYEE MID YEAR CONVERSATION GUIDE

## EMPLOYEE

### PLAN AND PREPARE

1. Review or your supervisor the goals established by you
2. Assess your progress on each goal and document examples, feedback, and/or input from co-workers, clients, and colleagues
3. Consider what is helping or hindering goal progress
4. Be prepared to discuss your goal progress, support you need from your supervisor, and professional development interests.

### MEET TO DISCUSS

1. Print a copy of the goals ready for review or have the goals from UR Talent Web available to view.
2. Start the conversation by getting input from the employee
3. Review each goal and discuss
  - a. What is going well?
  - b. What progress have you made?
  - c. What is helping to achieve the goal?
  - d. What, if anything, is getting in the way?
5. Discuss if any goals need to be changed or updated
6. Discuss professional development interests and needs
7. Align expectations on actions for the remainder of the year

### DO

1. Review or document updated goals; changes in UR TalentWeb
2. Include comments on the outcomes of the discussion in the comments section for each goal
3. Identify or request professional development activities
4. Continue to document your on-going goal progress in UR TalentWeb.

# EMPLOYEE MID YEAR CHECK IN CONVERSATION

## EMPLOYEE

### PREPARE

- Review goals: goal progress
- Identify possible professional development interests
- Gather any documentation on progress (i.e. emails, metrics, data, feedback, project documents, etc.)

### DISCUSS

- Review each goal and share your feedback
- Determine if goals need to be updated, revised, removed, or added
- Discuss professional development
  - Based on your career goals, the work you're currently doing, and projects you need to get done, what kinds of professional development interest you?
  - What courses and programs are available through HR, Executive Education, and SPCS that might apply to your interests?
- Determine and agree how UR Talent Webb will be updated to reflect the conversation with your supervisor reflecting and revising goals and outcomes of conversations

### DO

1. Review or document updated goals; changes in UR TalentWeb
2. Include comments on the outcomes of the discussion in the comments section for each goal
3. Meet regularly with your supervisor to review progress for the rest of the performance year
4. Continue to update your progress, goals and professional development activity in UR Talent Web