



2019 Performance Conversation Starters

Supervisors, please use this guide to facilitate conversations with your employees. Conversations should focus on reflection and growth as well as planning for 2020 goals.

Objective: Collaborate to ensure understanding of job responsibilities, department and divisional goals and how their work contributes to overall university success.

- What keeps you engaged and motivated at work?
- Which job responsibilities do you enjoy most? Which do you enjoy least?
- How do you think your role helps WKU succeed? / What part of your job do you feel is most relevant to achieving our departmental goals?
- Are you encountering any obstacles to completing your job responsibilities?

Objective: Reflect on 2019 achievements and opportunities of growth:

- Start with successes. What accomplishments this quarter are you most proud of?
- Which goals did you meet in 2019? Which goals fell short?
- What can I do to help you better meet your goals?
- Are there things you'd like to accomplish that you don't feel prepared to do? How should we address?
- What 2-3 things do you want to focus on to help you grow and develop?
- Did you encounter any obstacles to completing your 2019 goals?

Objective: Look Ahead and Determine areas of focus for 2020:

- Is there anything you want to be involved in?
- What additional on-the-job experience would be helpful?
- What support do you need to perform more effectively?
- Is there a new skill you would like to learn?