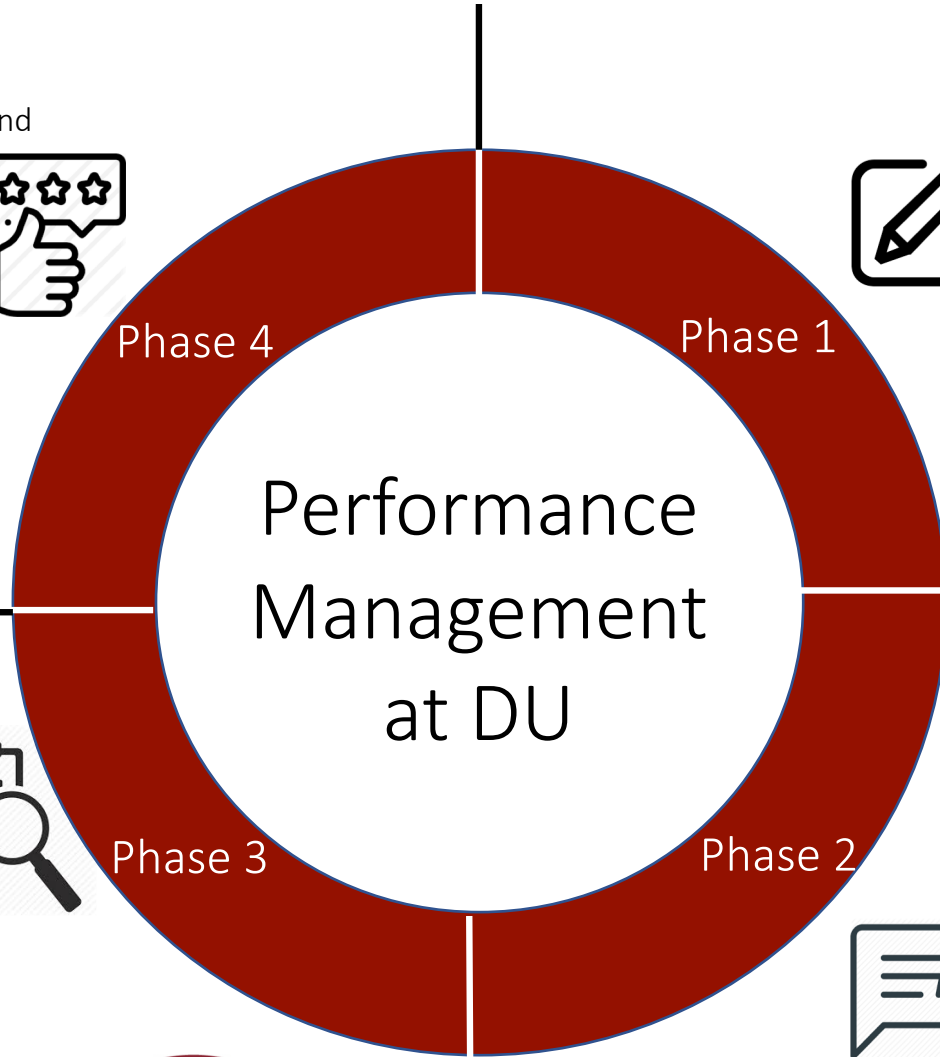


## YEAR- END PERFORMANCE REVIEW

- Provide fair ratings for Job Goals and Objectives and Competences
- Provide clear examples and evidence of ratings
- Capture accomplishments and outcomes
- Review progress on Professional Development Plan
- Conduct formal “no-surprises” review meeting



## PERFORMANCE PLANNING

- Set clear, concrete, and connected expectations about results by:
  1. Creating Job Goals & Objectives
  2. Reviewing Competencies
- Discussing development opportunities for job specific short-term and long-term career goals by:
  1. Creating Professional Development Plan



## QUARTERLY CHECK-IN

- Solicit and provide feedback, coaching, and recognition
- Review progress to date
- Adjust goals as needed
- Update priorities or expectations
- Supervisor to explore barriers and how to remove them
- Celebrate accomplishments



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