

## **Performance Conversation Topics - Employees**

*These are some ideas for topics that you may want to discuss with your supervisor at your periodic and annual HAT [How Are Things] meetings. This is not an exhaustive list and you are not limited to these topics - you and your supervisor may have other topics you would like to discuss.*

*To insure that you have the opportunity to discuss all the items that are important to you, you may want to use this as an outline for written notes to bring to the meeting. You are also encouraged to bring any other materials or documents that illustrate your accomplishments, challenges, or questions.*

What questions do you have about your job responsibilities or job standards?

What jobs and responsibilities have you taken on that your supervisor may not be aware of?

What are the things that you are most proud of in recent weeks [months, year]?

If you are working on goals from previous meetings, what progress are you making? Are there any new goals you would like to work on?

What issues or obstacles limit your ability to do your best work?

What training have you participated in or what new skills have you learned since the last meeting?

What training or education would help you improve your skills and/or learn new skills?

What skills or talents do you have that are not being fully utilized in your work?

What other job[s] in the library would you be interested in? What are your career goals?

What suggestions do you have for improving your department's operation? For new or improved library services?

What suggestions do you have for changes in the work environment that would improve your work experience?

What can your supervisor do to help you do your job better?

### **Other things you may want to make your supervisor aware of:**

Thank you notes or kudos from customers or coworkers

Training, education, certification attained outside the library

