

## **Performance Conversation Topics - Supervisors**

*This is a list of topics for discussion during your HAT [How Are Things] meetings. This is not an exhaustive list and you are not limited to these topics - you and your employee may have other topics you would like to discuss.*

*At periodic meetings, it may not be necessary to discuss all the topics on this list. However, at the annual meeting, all of them should be addressed.*

Does the employee understand his/her job responsibilities and job standards? Are there aspects of the job the employee particularly enjoys? Dislikes?

Does the employee understand how her/his work is important to the library's goals?

Has the employee taken on any jobs and responsibilities that you may not be aware of? Is the job description still accurate?

Does the employee have any recent accomplishments that s/he is especially proud of? Has s/he received any thank you notes or kudos from customers or coworkers?

If the employee is working on goals from previous meetings, what progress is s/he making? Are there any new goals you would like the employee to work on?

Are there issues or obstacles preventing the employee from doing his/her best work?

Has the employee participated in any training or learned new skills since the last meeting? How has this training helped her/him do a better job?

Would the employee like to participate in any additional training or education in order to improve skills or learn new skills?

Does the employee have skills or talents that s/he would like to have an opportunity to use at work?

Is the employee interested in advancement within the library? What are the employee's career goals - if any?

Does the employee have any suggestions for improving the department's operation? For new or improved library services?

Does the employee have any suggestions for changes to the working environment that would improve her/his work experience?

Does the employee have any suggestions for what you can do to do to help her/him do the job better?

