

You can enhance the Performance Development Discussion by filling in the profile/analysis below. The results will provide thoughts and openings for a useful two-way dialogue. Avoid being overly defensive about your answers. Be as honest as you can. In all improvement work, it is important to look both at the present situation and at past experience in order to find ideas for the next stage—action for development.

Evaluate the following statements as you understand *yourself* to be:

Able to:	Not so good				Very good		
Take initiative	1	2	3	4	5	6	7
Be responsible and accountable for own tasks/goals	1	2	3	4	5	6	7
Be team-oriented	1	2	3	4	5	6	7
Be capable of innovation	1	2	3	4	5	6	7
Make effective new suggestions	1	2	3	4	5	6	7
Handle change	1	2	3	4	5	6	7
Meet customer needs	1	2	3	4	5	6	7
Provide the manager with feedback	1	2	3	4	5	6	7
Search efficiently for information/data	1	2	3	4	5	6	7
Develop his/her skills and learn from mistakes	1	2	3	4	5	6	7
_____	1	2	3	4	5	6	7
_____	1	2	3	4	5	6	7
_____	1	2	3	4	5	6	7

Evaluate the following statements as you understand *the employee* to be

Able to:	Not so good				Very good		
Provide relevant information	1	2	3	4	5	6	7
Set clear working goals	1	2	3	4	5	6	7
Give praise, support, feedback	1	2	3	4	5	6	7
Be creative/innovative	1	2	3	4	5	6	7
Apply fair controls	1	2	3	4	5	6	7
Appropriately handle conflict	1	2	3	4	5	6	7
Show enthusiasm and be a driving force	1	2	3	4	5	6	7
Communicate with clarity	1	2	3	4	5	6	7
Be visionary, oriented toward the future	1	2	3	4	5	6	7
Be available/accessible to employees	1	2	3	4	5	6	7
_____	1	2	3	4	5	6	7
_____	1	2	3	4	5	6	7
_____	1	2	3	4	5	6	7

Find time during the Performance Development Discussion to look at differences and to discuss what needs to happen in order for both parties to close any major gaps in perception.

Before the discussion, list three or four areas that you know you should talk about the performance discussion.
