

Semi-Annual Performance Conversation Guide – Management Associates

ASSOCIATE NAME	
ASSOCIATE POSITION	
TIME PERIOD BEING REVIEWED	
MANAGER CONDUCTING CONVERSATION	
DATE OF CONVERSATION	

SECTION 1: REVIEW THE PAST YEAR

How did the last 6 months go for you? What accomplishments have you achieved that gave you pride in your work?	
What lessons did you learn during the last six months? What could you have done better or differently? <i>(Include discussion of any corrective action)</i>	
How do you feel about the level of support you received to help you be successful? What do you need from me in order to be more successful?	
Would you like any specific training, mentoring or other learning opportunities?	
Were there any objectives you had for the last 6 months that were unmet? If so, what were the obstacles? How can we problem-solve together for future success?	
Discussion of past period's goals and whether they were achieved	

SECTION 2: SET OBJECTIVES FOR THE COMING YEAR

<p>What objectives do you want to work on as an individual?</p> <p><i>(Managers: please indicate at least 3 measurable goals as determined by you and the associate)</i></p>	
<p>What objectives do you think are important for us to work on as a team?</p>	

ADDITIONAL COMMENTS – ASSOCIATE:

ADDITIONAL COMMENTS – MANAGER/SUPERVISOR:

Signature of Associate

Date

Signature of Manager/Supervisor

Date

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Reviewed Prior to Delivery	DATE:	BY:
Received in HR	DATE:	BY: