

## **Preparing Yourself for the Appraisal Discussion**

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Be honest when evaluating your performance as a supervisor.

1. What results do I want to achieve from this appraisal?
2. What contributions are this employee making?
3. What contributions should this employee be making?
4. Is this employee working at or near his/her professional potential?
5. Does this employee know exactly what level of job performance I expect?
6. What training, if any, does this employee need to be successful in the position?
7. What are this employee's strengths?
8. What are this employee's areas for improvement?
9. How has my performance helped (or hindered) this employee in achieving his/her goals?
10. What action steps can I take to help this employee succeed?