

The Final Assessment/Review meeting: Suggested conversation points

(for employees and/or managers)

In order to facilitate a meaningful conversation during a Performance and Development Planning (PDP) meeting (mid-year check-in or year-end review), the following are some suggested points to think about in preparation for your PDP conversation(s). These points are not intended to limit you in any way, but to help you consider topics that are important to you to discuss.

COMPETENCIES:

- Have we demonstrated our competencies effectively for our role?

GOALS:

- Have we achieved or made progress towards our goals?

DEVELOPMENT:

- Review developmental activities: did these activities have a positive impact on your work?
- What developmental activities would you like to participate in in the future?

OVERALL:

- 2-way feedback: What worked well? Were there any challenges? Did you learn anything? Does anything need to change? What still needs to be done (planning for 18-19)?

GOING FORWARD:

As you turn your attention to the Planning Phase of the next PDP fiscal period, please see the [Goals & Competencies Worksheet for the PDP Planning Meeting](#).