

# Painless Performance Appraisal Worksheet

|  |  |
|--|--|
| <b>Discussion with:</b>  |  |
| <b>Date/Time</b>   |  |
| <b>Introductory Comments</b> <ul style="list-style-type: none"> <li>• How will you begin the meeting?</li> </ul>   |  |
| <b>Employee's Viewpoint</b> <ul style="list-style-type: none"> <li>• What questions will you ask to encourage the employee to share his or her perspective?</li> <li>• What reaction do you anticipate from this employee?</li> </ul>                          |  |
| <b>Supervisor's Viewpoint</b> <ul style="list-style-type: none"> <li>• How will you summarize the employee's performance?</li> <li>• What behaviors should the employee continue?</li> <li>• What are the employee's opportunities for improvement?</li> </ul> |  |
| <b>What goals for the coming rating period will you highlight?</b>   |  |
| <b>How will you ask the employee for feedback on your suggestions to ensure a collaborative effort?</b>  |  |
| <b>How will you close the discussion?</b>  |  |

Download a copy of this worksheet at  
[www.hr.az.gov/MAP/MAP\\_PerformanceManagement.asp](http://www.hr.az.gov/MAP/MAP_PerformanceManagement.asp)

© Management Education Group, Inc. All rights reserved.

