ENGAGE YOUR TEAM MEMBERS

Plan ongoing career conversations with your team members to ensure they feel supported, clarify your expectations, and review any gaps between their work and the stated expectations. Align conversations with their performance goals to monitor progress towards clearly stated expectations.

ASK OPEN-ENDED QUESTIONS

Personally connect with your team members. Ask these four open-ended questions:

1. What are you most proud of achieving this year?
2. What do you want to accomplish in the coming year?
3. How can you utilize your strengths to make that happen?
4. How can I help you to be successful?

LISTEN ATTENTIVELY

Stay in the moment. Career conversations facilitate productivity and continuous improvement. They also emphasize the importance of interpersonal contact, recognition, and our ASPIRE values. Keep your thoughts and comments succinct when giving feedback.

BE SUPPORTIVE

Offer encouragement and support in addition to critical feedback. Focus on your team member’s strengths, successes, and opportunities. Ask them what emotion(s) they are experiencing.

DOCUMENT IN WORKDAY

Aim to create a regular frequency of conversations with your team members and document the conversations in the Workday Performance Appraisal template.

In addition, schedule quarterly goal conversations with your team members to review their progress.

FOR ASSISTANCE WITH THE 2020 PERFORMANCE MANAGEMENT CYCLE, CONTACT YOUR HUMAN RESOURCES BUSINESS PARTNER.