Instructions for Completing the FY18 Performance Conversations Form

Please use the FY18 Performance Conversations Form to capture information related to your job performance.

**Direction**
- Manager and employee discuss Priorities, Professional Priorities and Interests, and Innovative Ideas.
- Employee documents and shares with manager via email, so both have a copy.
- If new priorities or innovative ideas emerge during the year, employee may choose to add them to the original document.

**Connection**
- Manager and employee meet regularly at frequency of their choosing.
- Manager and employee capture key conversation points as appropriate.
- Optional: employee and manager use the pilot form or other to track developing priorities and ideas.

**Reflection**
- Manager gathers feedback via email or ePerformance.
- Manager and employee discuss successes, lessons learned, feedback, and areas for consideration in the coming year.
- Employee documents annual summary and shares with manager via email.
- Manager uploads annual summary for each employee into Peoplesoft.

**Alignment: Team Priorities** – The manager is strongly recommended to meet with their team to develop priorities and check in throughout the year. The manager and employee should capture those team priorities relevant to the employee’s priorities in this section.

**FY18 Priorities/Expectations/Expected Impact: Areas of Contribution and Impact** – The employee includes what they expect to accomplish and contribute during the current performance period, as well as the expected impact. “Expectations” refers to both projected outcomes and the behaviors exhibited by the employee in accomplishing their priorities (how).

**Professional Priorities and Interests** – In this section, the employee documents how their current role connects with their long-term aspirations and professional development.

**Innovative Ideas** – Managers and employees are encouraged to explore new ways of getting work done, such as forming a work group, taking on an interim role, job shadowing or job sharing, etc.

**Annual Summary:** both what was accomplished and how it was accomplished

Employee – The employee documents the insights into what they’ve been doing and how they have approached their priorities for FY18 shared during the performance conversation. Questions that may help you summarize the year end conversation are: How have you been successful? What have you learned? What difficulties have you experienced or overcome?

Manager – The manager documents the insights, guidance and feedback they provided in the performance conversation, as well as any reflections they shared with the employee regarding what they should consider focusing on going forward.

**FY18 Priorities/Expectations/Expected Impact: Areas of Contribution** – These set direction for the coming performance period and can be revisited and revised at Connection conversations throughout the year.