

4. What are your professional development goals for the next 12 months? What are your professional development goals for the next three years? What specific actions can you take to achieve those goals?

Manager Instructions and Discussion Guide

If an employee chooses to use this resource by answering the questions above, we encourage managers to use this document as a preparation tool and a guide during the performance-planning conversation with their employee. Human Resources recommends that you ask the employee the questions below during that conversation, and take notes on their answers. This information will help you learn more about how to facilitate the employee's professional growth aspirations.

Please review the employee's responses to the questions above before meeting with the employee to discuss the employee's new performance plan. Begin the conversation by summarizing the employee's responses to the questions above, then ask any of the suggested questions below.

Managers should use this guide and information shared during the conversation to assist in completing **Part 4: University SHRA Annual Performance Appraisal Form.**

1. What excites and motivates you about your job?

2. What aspects of your job would you like to do more of and why? What kinds of tasks and projects most interest you?

3. What aspects of your job would you like to do less of and why? What kinds of tasks and projects are you less interested in performing?

4. How do you prefer to receive feedback and praise?

5. Are there other things that would be helpful for me to do in order to help you achieve your professional development goals?

Note: Managers can add this document to the employee's file as supplemental materials. Managers should set reminders to check in with the employee to confirm the employee is actively taking part in creating the employee's professional development plan.