



Performance Conversation Starters

Supervisors, please use this guide to facilitate conversations with your employees. Conversations should focus on reflection and growth as well as planning for the new fiscal year goals.

Objective: Collaborate to ensure understanding of job responsibilities, department and divisional goals and how their work contributes to overall university success.

- What keeps you engaged and motivated at work?
- Which job responsibilities do you enjoy most? Which do you enjoy least?
- How do you think your role helps WKU succeed? / What part of your job do you feel is most relevant to achieving our departmental goals?
- Are you encountering any obstacles to completing your job responsibilities?

Objective: Reflect on previous fiscal year achievements and opportunities of growth:

- Start with successes. What accomplishments are you most proud of?
- Which goals did you meet? Which goals fell short?
- What can I do to help you better meet your goals?
- Are there things you'd like to accomplish that you don't feel prepared to do? How should we address?
- What 2-3 things do you want to focus on to help you grow and develop?
- Did you encounter any obstacles to completing your goals?

Objective: Look Ahead and Determine areas of focus for the new fiscal year:

- Is there anything you want to be involved in?
- What additional on-the-job experience would be helpful?
- What support do you need to perform more effectively?
- Is there a new skill you would like to learn?