

PERFORMANCE EVALUATION SELF-ASSESSMENT FORM

#	Question	Always	Sometimes	Never
(1)	When you see that your employee has a performance problem or growth opportunity, do you provide her/him with feedback right away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	When you prepare to conduct a performance discussion meeting with your employee do you review relevant facts, your documentation on the employee's performance and think through the specific performance you want the employee to achieve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	How often do you consider an employee's personal style, capabilities and development needs in planning and conducting a performance discussion meeting with your employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Do you focus performance discussions you have with employees on performance results rather than on personalities and attitudes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)	In performance discussions, how often do you use questioning and listening skills to broaden the discussion and to ensure the clarity of your message?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6)	How often do you leave the discussion of an employee's performance feeling that important issues have not been fully discussed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#	Question	Very Confident	Somewhat Confident	Not Confident
(6)	My evaluation of my employee's performance will closely match my employee's assessment of her/his performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on the results of this assessment, what is one thing you could do to enhance your performance discussion meetings?
