
Tool Kit item 1 - Preparing for the Conversation as a Staff Member

To ensure that everyone gets the most out of a performance review and development discussion, it is important that each party reflects and prepares prior to the conversation. The following checklist may be a helpful guide.

- Supervisor/manager to arrange the review meeting.
- Organise a mutually convenient time, date and venue (comfortable, free of disruptions and facilitates open communication).

Make sure both/all parties have time to prepare – at least one week’s notice is recommended.

Preparation by Staff member

- Follow the link to the relevant Workday guide to prepare your documentation ready to discuss with your supervisor.
- Using the plan as a prompt, prepare for a discussion on performance, achievements and plans for the year ahead etc.
- Think about what you would like to achieve to further develop and challenge yourself on the job, and towards the next step in your career.
- Staff member to reflect on the manager/supervisor’s role. Consider what feedback you may wish to provide regarding support from your supervisor/manager (or others) in achieving your objectives.
- Ensure you enter the PRD with a focus on participating in a positive and constructive way.
- Make sure you bring with you the appropriate documents.
- Be prepared to problem solve and collaborate to achieve agreement.