

Painless Performance Appraisal Worksheet

Discussion with:	
Date/Time	
Introductory Comments <ul style="list-style-type: none"> • How will you begin the meeting? 	
Employee's Viewpoint <ul style="list-style-type: none"> • What questions will you ask to encourage the employee to share his or her perspective? • What reaction do you anticipate from this employee? 	
Supervisor's Viewpoint <ul style="list-style-type: none"> • How will you summarize the employee's performance? • What behaviors should the employee continue? • What are the employee's opportunities for improvement? 	
What goals for the coming rating period will you highlight?	
How will you ask the employee for feedback on your suggestions to ensure a collaborative effort?	
How will you close the discussion?	