Solutions SIDEBAR

Discussing Employee Performance Issues: A Simple Plan

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Before you meet with an employee to discuss a performance issue you feel needs to be addressed, review the following information in order to prepare yourself for the meeting and to ensure that you have carefully thought out what needs to be said and accomplished as a result of the meeting.

You may also want to keep this information in front of you during the meeting and use it as a checklist to make sure all the information is covered.

1. Why do you need to have this meeting?

2. Why is the problem *a problem* and how do you know it exists (will it help to show the employee any supporting documentation such as timesheets, performance logs, work plans, memos, letters, etc)?

3. What are the consequences if nothing changes (i.e., why is it important to solve the problem now)?

4. What does the employee have to say about the problem (be prepared to listen carefully – and rethink your position if need be)?

5. What solutions can you and the employee come up with to resolve the problem?

6. What can the employee do if he or she faces an obstacle/s in implementing any corrective action?

7. Express encouragement and support for actions the employee agrees to take.

8. Set dates for follow up meetings.

9. Restate the problem and the solution/s.

10. Document the discussion and provide a copy to the employee.

Always remember that your agency's Human Resources Office is ready to help you determine appropriate action steps in accordance with the policies and procedures specific to your agency.

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