**CHECKLIST:**

***DURING THE PERFORMANCE APPRAISAL INTERVIEW***

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| Discuss each goal or objective established for the employee. (Use job description as a guide, if possible.) |  |
| Clarify areas of agreement and define areas of disagreement. |  |
| Discuss all positive skills, traits, accomplishments, improvements, etc. |  |
| Commend specific employee accomplishments. |  |
| Provide a constructive account of what you think of the employee’s potential and ability. |  |
| Identify all areas where improvement is required, expected, or desired. |  |
| Make and agree upon training and development recommendations. |  |
| Indicate consequences for noncompliance, if appropriate. |  |
| Set realistic, specific, and measurable objectives for the next appraisal period. |  |
| Determine whether an interim evaluation is needed to address urgent performance issues. |  |
| Indicate approximate time of next appraisal, or interim evaluation, if necessary. |  |
| Reiterate specific expectations. |  |
| Inquire whether the employee has any questions or issues he or she would like to discuss. |  |
| Thank the employee for his or her contributions and anticipated effort. |  |