**Strategy-Planning Worksheet for Appraisal Interview**

1. Characterize, in the space below, an employee who could present a challenge in a performance appraisal meeting. Don't name the individual, but briefly describe the job and the person's situation from your point of view.
2. State your desired outcome for the discussion. (For example, "to get Mary to see that she has more potential than she thinks.")

II. List any special issues to prepare for in this discussion--for example, Mary does an outstanding job but has extremely low self-esteem; Pat is ambitious, but unrealistically so; Lee is angry or alienated for some reason.

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III. List specific ideas for handling these. You may want to write out statements or questions that will lead the conversation to your desired outcome.

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