

Development
Discussion Checklist

Annual Piece
of Paper

15 Minute
Interview

Learning Plan

Accountability
Agreement

Performance
Improvement
Plan

Development
Discussion
Checklist

Development Discussion Checklist

What is it?

The development discussion checklist is used to guide discussions between an employee and supervisor about job descriptions, performance, development, achievements, issues, and progress related to the employee's work and the workplace. This two-way conversation can take place in one or more sessions with a minimum of one discussion a year.

What are the benefits?

- Provides a focus for the discussion between supervisor and employee.
- Ensures the employee has direct contact with the supervisor and receives feedback.
- Focuses communication between supervisor and employee.

How does it work?

Planning

Structure time for employee and supervisor to meet at least once a year for formal feedback. Both may wish to review the checklist before meeting to note things that should be discussed or pointed out.

Doing

Be firm about the time and meet at least once every 12 months. Set up one or more appointments to finish the checklist as necessary. The supervisor and employee may want to keep notes about their discussions.

Following-up

Determine how many discussion times are needed throughout the year as a follow-up to the discussion and checklist.

Development Discussion Checklist

Employee: _____

Job Title: _____

Division: _____ **Date:** _____

This form is used to document annually that the following topics have been discussed. Supporting documentation should be retained by the supervisor.

AGENDA	Check off When Done
<ul style="list-style-type: none"> ■ Discuss employee's performance in relation to primary responsibilities and priorities during the past year. (A job description/work plan should have been previously provided to the employee, if requested). ■ Revise job description/work plan for the coming year, as needed. (If revised, provide updated copy to the employee upon request.) ■ Discuss how they relate to overall unit objective. ■ Discuss employee's strengths and areas for growth in critical performance factors. ■ Discuss barriers to effective work performance and job satisfaction. ■ Discuss possible work process improvements. ■ Discuss employee's development - over past year; future needs for current job; long-term career goals, and development needs to achieve them. ■ Discuss employee's feedback and constructive suggestions for supervisor. ■ Discuss anything else the employee or supervisor would like to address. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Supervisor Comments:

Employee Comments:

Employee meets or exceeds current expectations: Yes No If no, complete a PIP and attach)

These topics have been discussed by:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____