

# Performance Checklist

- Goal Setting**  
Review the [goal setting section](#) of the Performance Toolkit.

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  - Create and Share Department-Level Goals**  
Having department-level goals will ensure that your team is all working together to accomplish the needs of your department.

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  - Create Individual-Level Goals**  
In collaboration with your employee, create individual SMART goals that align with the department-level goals.

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  - Determine Performance Tool**  
Review the [tools and form section](#) of the Performance Toolkit to determine what tool works best for you and your employee.

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  - Prepare for Conversation**  
Review the [conversation guides section](#) of the Performance Toolkit to prepare for the conversation with your employee. Make sure to consider whether the employee is a high, middle or low performer and prepare accordingly.

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  - Schedule Meeting**  
Schedule an individual meeting with each of your direct reports. This can be done in person or via zoom. Send your employees details of what you would like them to prepare prior to the meeting.

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  - Meet with the Employee**  
Hold your performance conversation meeting. Make sure to follow the tool you have chosen, review goals and set expectations for the rest of the year.

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  - Continue to Follow Up**  
Don't leave performance conversations to only twice a year. Make sure to hold regular 1:1 meetings with your employee and continue to review their goals, performance and expectations throughout the year.
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