

Pay Demo Progress Reviews: Supervisor Guidance

- ❑ To be held in March (reviews must be complete by March 30)
- ❑ Employees provide written accomplishments (set a deadline).
 - Required for final performance reviews.
 - Use progress review as a training session for written accomplishments.
 - ❑ **See slides for “Employee Guidance.”**
 - Verify employee input...
 - ❑ Ensure not under-stated.
 - ❑ Verify potential over-statements.
- ❑ Discuss performance progress, any **strengths** and problems, potential improvement areas and actions.
 - Have talking points prepared, know what constitutes “success.”
 - Potential changes to performance plans (job-specific element) can be discussed (standard elements are not to be changed).
 - Note: Performance plan changes require new signatures (including pay pool manager).
 - Discuss training needs/desires.
- ❑ Set aside sufficient time to hold meaningful discussions.
- ❑ Note specific requirements for deficient performance (PIP, written comments, documentation...liaison with WFMO).