

High Performance Leadership Forms

One On One Self-Assessment

Manager Name:		Date:	
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Stage	Rating Criteria	Score
Welcome and provide an introduction	<p>Introduced the session clearly explaining that it is the employee's one on one feedback session.</p> <p>Engaged in some light conversation</p> <p>Asked about the employees preparation</p>	
Preparation	<p>Evidence the manager was prepared for the one on one and was familiar with</p> <ul style="list-style-type: none"> • Notes from the last two feedback sessions • Compliments or performance issues raised during the month • Performance and/or quality reports • Stakeholder or customer feedback • The employee's annual performance plan or annual KPI's • The employees development plan • Unplanned absence records • Lateness (If important in your business) • Behavioural or performance issues that were discussed during the month • Approaching deadlines or project milestones <p>The employee showed equal level of preparation</p>	
Discussion	<p>Did the discussion cover (where applicable)</p> <ul style="list-style-type: none"> • Employee results • Employee behaviours • Improvements required, or • Developmental needs 	

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	<p>The manager illustrated alignment between</p> <ul style="list-style-type: none"> • Monthly goals and annual performance goals • Monthly development actions and annual development goals <p>The manager</p> <ul style="list-style-type: none"> • Allowed the employee to do 70-80% of the talking • Provided positive feedback to the employee for being prepared/punctual/for the way they spoke and for results or progress towards goals <p>Conversation was calm, manager did not raise voice</p> <p>Outcomes were agreed and documented</p>	
<p>Improvement required in employee performance</p>	<p>Negative feedback was provided in a constructive manner. I.e. the expectation is Can you tell me how you went?</p> <p>Discussion focused on one or two areas for improvement</p> <p>The manager allowed the employee to identify actions for improvement before asking if they needed the managers input</p> <p>The discussion focused on how to improve performance</p> <p>The actions for improvement were clearly documented and were specific, measurable, achievable, realistic and time bound</p>	
<p>Follow-up</p>	<p>The manager</p> <ul style="list-style-type: none"> • Kept a copy of the actions • Entered the actions into their time management system 	
<p>Overall Score (Average)</p>		