

High Performance Leadership Forms

Performance Interview Checklist	
Decide what type of performance discussion you are going to have with your employee. (Informal performance discussion, fireside chat, formal performance discussion)	
Ensure you have your facts documented ready to present to your employee including relevant performance reports, observations or other evidence	
Have all specific example(s) of poor performance listed in date order	
Have all training or coaching session dates and outcomes	
Ensure you are treating all people equally make sure all people with similar performance are getting the same treatment	
Review the employees performance file and list previous relevant performance discussions and performance concerns in date order	
Ensure you have positive examples of the employees contribution; balanced feedback is always required if you are keen to preserve the employment relationship.	
Consider how you will approach the discussion, when you will break from the discussion and who you will call for advice during your break. (Normally break after the employee has given their side of the story).	
Ensure you have a room available	
Where possible, discuss your plan with a human resource practitioner and/or your manager prior to the performance discussion	
Think through the outcome you are seeking from the discussion and be aware of all of your options	
For Formal Performance discussions	
Provide the employee with advanced notice of the performance discussion and advise that they have the right to a support person for the discussion	
Ensure your company witness is briefed on their role in the performance discussion. (i.e. to take notes)	
The performance interview is for gathering facts only; determine when you will advise the employee of the outcome of the performance interview. If termination is probable ... will you ask the employee to leave the site and come back for the "outcome meeting" or will you allow them to go back to work?	