Review Meeting Cheat Sheet

## Beginning

* Share your philosophy/approach
* Share your preparation and thank them for theirs
* Go over agenda
* Any questions? Encourage participation

## 2018 Performance

* Share comp changes
* Review rating scale and give context
* Focus on gaps (minutiae); focus on behaviors (not characteristics)
* *Avoid the Evitable*
* Balance staying on track with Q&A

## Career Development

* Outline safe parameters of discussion
* Avoid assumptions; ask follow-up and clarification questions
* End with a focus on knowledge, skill, and ability
* Outline their role in their own career development vs. your role

## 2019 Goals

* Give company context, then team context
* They share, you share
* You propose the synthesized goals
* Get buy-in

## Closing

* Return to and clarify topics that “didn’t feel right”
* What we just completed, what signing means
* Any questions?
* Takeaways: next steps, timeline