



Performance Conversations Toolkit

This toolkit provides staff and managers with sample questions they can use to make ongoing performance conversations more meaningful. Not all questions need to be used.

Questions to prepare for discussion

At the beginning, think about what is important to you and establish areas you would like to get more information and where you need feedback. Take notes and summarize key points during the conversation to ensure you remain on track. Remember that performance conversations are two way dialogue and active listening is recommended.

Abilities

Reflect on skills competencies strengths and development needed.



- What do I need to be successful in my current and future roles?
- What examples show my strengths? How can I develop these further?
- In what other areas would I like to develop? Why? What support will I need?

Working with others

Reflect on team relationships that are critical to success of the role

- What relationships are key to success now and in the future?
- What is the quality of those relationships today?
- What is my plan for developing my network?

Performance Impact

Reflect on key contributions and their impact

- What relationships are key to success now and in the future?
- What is the quality of those relationships today?
- What is my plan for developing my network?



- What examples can I give that illustrate the staff member's strengths and development areas?
- What support or resources can I provide to develop capabilities?

- Is there potential for a new stronger network?
- What behaviors foster good relationships and support the UN Secretariat values?
- How are we working and connecting as supervisor and staff member?
- How is this staff member connecting with the team?

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Please use the template below to record your notes before and after the conversation. This is an optional summary document and you may consider sharing this with your staff members or supervisors ahead of time to enable them prepare for the conversation.

Staff Member Name: _____

Supervisor Name: _____

Date: _____

| | Pre-Conversation: Key Points from your reflection on the areas above | Post-Conversation: Decisions & Actions |
|---------------------|--|--|
| Capabilities | | |
| Working with Others | | |
| Impact | | |

1:1 Performance Conversation: Feedback Worksheet

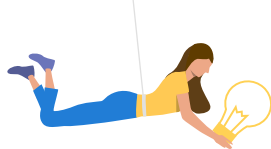
Effective goal alignment and execution requires regular, continuous dialogue between managers and employees to see what's on track, what's not – and determine what support is needed. If you'd like to have a goal focused meeting with your FRO or direct report, here are some questions that can help drive the discussion and make it more meaningful. Please review the questions, answer and share with your manager/direct report before the meeting. Managers should aim to have 1:1 meetings with their staff at least once every two weeks. Please refer to [Tips on Giving and Receiving Feedback](#) for more guidance.

Supervisor Asks

- How do you feel your goals are progressing?
- What barriers are preventing you from achieving your goals?
- What skills gaps do you see that if left unattended might prevent you from reaching your goals?
- What's one thing that I am doing to support you that's working well?
- What's one thing I could do to support you more/What's one thing I could do to work better with you?



Staff Member Asks



- What are the emerging team priorities right now?
- How can I align my deliverables to support these priorities?
- What am I doing well?
- What could I do differently to have even more impact on my role?