



Staff Member: _____ Department: _____ Year: _____

Section C – University of Houston Performance Communication Discussion Guide

- Discuss staff member’s performance on primary responsibilities.
- Discuss staff member’s contributions to the success of the unit and the success of the initiatives.
- Discuss staff member’s competencies and opportunities for competency development.
- Discuss staff member’s customer focus and collaborative teamwork approach.
- Discuss barriers and/or challenges to effective performance and job satisfaction.
- Discuss recurring tasks and processes. Identify things that could be streamlined or improved.
- Discuss staff member’s suggestions and feedback for supervisor.

Please summarize discussion points, and date of discussion. Entry should be initialed by both staff member and supervisor.

Summary of Discussion

Date: _____

Initials: Staff Member’s _____ Supervisor’s: _____