

# Performance Feedback Guide for New Employees

## Before The Meeting

- √ Review your performance plan and identify the competencies required for your position.
- √ Conduct a self-assessment to identify where you believe you have strengths as well as where you have “gaps” in performance.
- √ Identify education, training, certifications and any other developmental activities that could improve gap deficiencies or capitalize on your strengths. Resources available to assist you include organizational training plans, DFAS Course Catalog, and/or the Growth and Learning ePortal community.
- √ Schedule the meeting with your supervisor or team lead, at least one workday in advance and let them know that the purpose of the meeting is to obtain feedback regarding your performance.
- √ Prepare your supervisor or team lead for the meeting. Attached in your meeting request, provide them a copy of your performance plan, your identified gaps, and your draft development plan to bridge those gaps. Set aside sufficient time for the meeting: 30-45 minutes
- √ Arrange a private setting for the meeting to take place with minimal interruptions.

## During The Meeting

- √ Place the emphasis on your interest in providing valued support to your organization by continuously improving upon your performance.
- √ Go over your strengths and the gaps in performance that you see, as well as your plans to bridge those gaps.
- √ Ask your supervisor or team lead for feedback, see if they perceive the same strengths & gaps and can add to or modify your development plan.

## After The Meeting

- √ Update your IDP to reflect suggested development activities, so that those learning events get funded for the next year.
- √ Contact your servicing HR specialist in human capital or learning and development if you need advice or assistance.