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# **Auburn University Employees Performance Management**

# ***Planning for your Planning* Discussion**

*This tool is provided to employees in order to prepare for Planning phase conversations with their supervisor.*

**Name:**

**Job Title:**

**Department:**

**Supervisor Name:**

**Performance Year:**

1. List any job duties you feel should be a significant part of your performance in the upcoming performance year:
2. List any responsibilities you feel should be a significant part of your performance in the upcoming year:
3. List any specific behaviors (link) you feel should be demonstrated in order to successfully complete your job duties or responsibilities in the upcoming performance year:
4. List several goals you would like to achieve in the upcoming performance year:
5. List any development goals you would like to accomplish or complete in the upcoming performance year:
6. Add any comments you would like to discuss with your supervisor in your Planning meeting:

References:

* [QuickDive Videos](http://www.auburn.edu/administration/human_resources/hrd/quick-dives.html)
* [Fast-Train](https://www.auburn.edu/administration/human_resources/hrd/register.html)
* [Performance Management](http://www.auburn.edu/administration/human_resources/hrd/performance-management.html)