Listed below are some ideas to help employees prepare for the performance planning conversation with their manager.

**Review and Reflect**
Review the university’s strategic goals and your department’s strategic plan or goals.

- What are the priorities for this year?
- Where will we focus?
- What will your department focus on?
- How will this affect your performance goals?

Reflect on your personal goals and aspirations.

- What are your personal career aspirations?
- What interests you most about your work?
- How can you link what naturally captures your attention and passions to the goals that incorporate the university’s and your department’s business needs? Balance these answers with your current position.

Reflect back to your last review conversation and the feedback that you received from your manager and peers.

- What seem to be your strengths and skills?
- Where are the opportunities for you to develop?

**Prepare the Content**

Draft a list of your performance goals/objectives for this year. Make sure you are phrasing your goals as SMART goals (see the Goal Setting Tip Sheet).

Send a copy of your performance plan to your manager. He or she may want to take some time to review and think about your performance plan before you have your planning conversation. Sending your draft ahead of time will help them prepare.

Review the Overview of Performance Management and Performance Planning Conversation materials to help you understand the importance and value of performance management at Ohio State.

Determine how you will revisit the goals/objectives on a regular basis with your manager.