

**2020 Performance COnversation Guide**

**Employee Information:**

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| --- | --- | --- | --- | --- | --- |
| Name | First Name | Last Name |  | ID Number |       |
| Position |       |  | Date |       |
| Department |  |  |  |  |
| Strengths Themes | Theme 1 | Theme 2 | Theme 3 | Theme 4 | Theme 5 |

**SUPERVISOR INFORMATION:**

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| --- | --- | --- | --- | --- | --- |
| Name | First Name | Last Name |  | ID Number |       |

*The following questions are intended to guide the discussions about your performance this past year.*

1. Provide examples of your accomplishments this past year. What are you most proud of? Which Strengths Themes contributed to your success?

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1. Which of your essential function(s) energizes you the most in your work and why? Are there areas of your position that are challenging, and if so, why?

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1. How do Bethel’s values align with the way you use your Strengths Themes in your work at Bethel?

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1. In what way(s) have you partnered or collaborated with others inside or outside of your department? Describe how those efforts enhanced your work and the ways you used your Strengths Themes.

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1. Using your Strengths Themes, what areas are you interested in growing in the coming year and how would it foster your development?

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