

Mid year review conversation tips for managers

Remember to use the Communication Guidelines. These guidelines will promote collaborative and constructive Mid-Year Check-In conversations:

Guideline	What it Means
Make it a Two-Way Conversation	Encourage the employee to participate in the Mid-Year Check-In conversation. Ask questions that will draw the employee into the dialogue.
Celebrate Success	Provide positive reinforcement for positive performance.
Be Honest about Improvement Areas	Don't avoid the subject of improvement needs. Be direct.
Encourage and Support Development	Focus on continuous learning, growing, and stretching for all employees.
Manage Disagreements with Respect	Model appropriate conduct. Ask questions and listen well.