

# Continuous Performance Communication Preparation Tool

<b>Employee Name:</b>	
<b>Supervisor's Name:</b>	
<b>Date of Discussion:</b>	/ /

## Discussion Points

### 1. Discuss what your employee is doing well. \*

Discussion notes:

### 2. Discuss what your employee could improve upon. \*

Discussion notes:

### 3. Discuss what help, support, and training/development your employee might need from you. \*

### 4. Discuss any goals and goal progress with your employee.

Discussion notes:

\* Required question

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**Additional Notes:**

**Bureau of Human Resources**

<https://bhr.sd.gov/>

605.773.3148