



**Employee Performance Solutions**  
**Performance Conversation and Planning Map (sample comments)**

Employee Name:	Position:
Manager:	Date

**STRENGTHS**

<b>Area of Strength</b>	<b>Examples</b>	<b>Impact</b>	<b>Related Competencies</b>
Learns new technologies and systems quickly. Not afraid of new technology or components	Quickly learned T.30, T.38, Open H.323, Audiocodes, VoiceGenie test applications without hesitation	Learning quickly and applying the knowledge helps to solve issues/problems faster helps to maximize both our time and engineering resources, both are valuable commodities.	Results Orientation True Partner Focus Teamwork and Collaboration
Sees the system/big picture	His analysis of problems includes not just the “epicenter” of where the problem lies, but how it also interacts with other areas.	Our product is a “system” and if you don’t solve the whole system issue it’s not useful as it may be an issue between various components (and it very often is), as opposed to an issue with one component. Mike’s big picture way of operating adds a lot of value.	Results Orientation True Partner Focus Teamwork and Collaboration
Readily pitches in where needed	Has tested boards, programmed chips and run debugging tests. Susan took the initiative to learn this. She also fixed “bad code” on a component from a vendor (Hyperlynx Ibis model), which allowed us to complete our signal integrity on time.	There are times in Engineering that others are shorthanded and we can help get the overall job done on schedule. Sets a good example for others: the ability to pitch in even if it’s not in her direct line of responsibility.	Results Orientation True Partner Focus Teamwork and Collaboration

## AREAS FOR GROWTH AND DEVELOPMENT

Area for Growth and Development	Importance	Related Competencies
When it comes to dealing with other staff on a face to face basis Jack is at his best. When conflict arises I would like him to forgo email communications as a first resort and instead utilize his in person communication skills because he comes across as collaborative and respectful.	In the sales organization we work closely with our technical colleagues and we need to count on their support. Establishing collaborative/friendly relationships will go a long way in solidifying those relationships and getting people to <i>want</i> to go out of their way to support Jack.	Communication Teamwork and Collaboration True Partner Focus
Develop more confidence with “hand routing” techniques. What I mean by this is to feel confident when you have done a good enough job so that it can be handed off to the QA group. For example, when approval is received at the review meeting then the board can be handed off to the QA group.	Knowing when an acceptable point has been reached will let Susan move on to other tasks which will ultimately help to pull in the schedule. Increasing her confidence on hand routing will help her move through this work more quickly.	Self Confidence Results Orientation
Transition customer from pre-sales to tech support when the timing is right. Customers tend to like to hold onto their relationship with Jatin because he has been their go-to person, but there is a right time to transition them to tech support.	This will free up more time for pre-sales support work.	Results orientation Assertiveness

## GOALS

Translate Areas for Growth and Development into Goals

Consider if training is required to successfully meet the Goal (training should be reflected as a goal).

Goals Milestones:	Milestones (smaller steps required to meet the overall goal)	Measurement	Time Frame
Increase of in person communication with an emphasis on consistently utilizing respectful business language communication skills. Hold off resolving conflict with email as the primary communication medium.	On a daily basis initiate in person communication when possible or phone conversations to clear up any misunderstandings or misinformation. Even if the communication is initiated by the other party via email reply back via in person or phone conversations to connect.	Feedback and Observation	Now – ongoing  Check in Date: August 30, 2009

<p>Develop the ability to identify the high level opportunities and focus time and attention on these prospects. Target accounts that have the potential to identify the 2 – 3 accounts with the potential to do 100 mw worth of business and go after them. For example, take the lead on Johnson Controls- be the driver so all things related to the client should originate from Jack- be the authority (the go to person and the one in the know). Develop awareness of corporate direction and then align himself with the opportunities for the potential for the greatest payback.</p>	<p>Identify 2 – 3 major accounts in the current sales force pipeline with potential of 40 – 60 mw business by or before Q3, September 30, 2009. Report progress towards this goal during weekly updates.</p> <p>Take the complete lead on the Glickson Control's account- communicate at least weekly with the principal at GC leaning towards closing an MSA by March 30, 2010.</p> <p>Transitioning smaller accounts by developing the reseller channel within the territory by referring and closing 4 reseller channels with biz dev October 2009.</p>	<p><b>Milestone Completed by September 30, 2009</b></p> <p><b>Milestone to start now- with completion March 30, 2010</b></p> <p><b>Milestone Completed by April 2010</b></p>	<p><b>Check in Date:</b></p>
			<p><b>Check in Date:</b></p>

**Note: you should add a section showing/reviewing goals from the previous performance period.**