



CONDUCTING  
PERFORMANCE  
REVIEWS

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Human Resources Director  
City of Medford  
September 23, 2016

The slide features a light beige background with a black border. Two thick black L-shaped corner brackets are positioned on the left and right sides. The title is centered in a large, bold, black sans-serif font. The presenter's name and title are centered in a smaller font below the title. The date is centered in the smallest font at the bottom right of the text area.



MIKE SNYDER  
HUMAN RESOURCES DIRECTOR  
CITY OF MEDFORD  
SEPTEMBER 23, 2016

The slide features a light beige background with a black border. Two thick black L-shaped corner brackets are positioned on the left and right sides. The text is centered in a black sans-serif font, arranged in four lines: the name, title, city, and date.

## TAKING IT FROM THE TOP

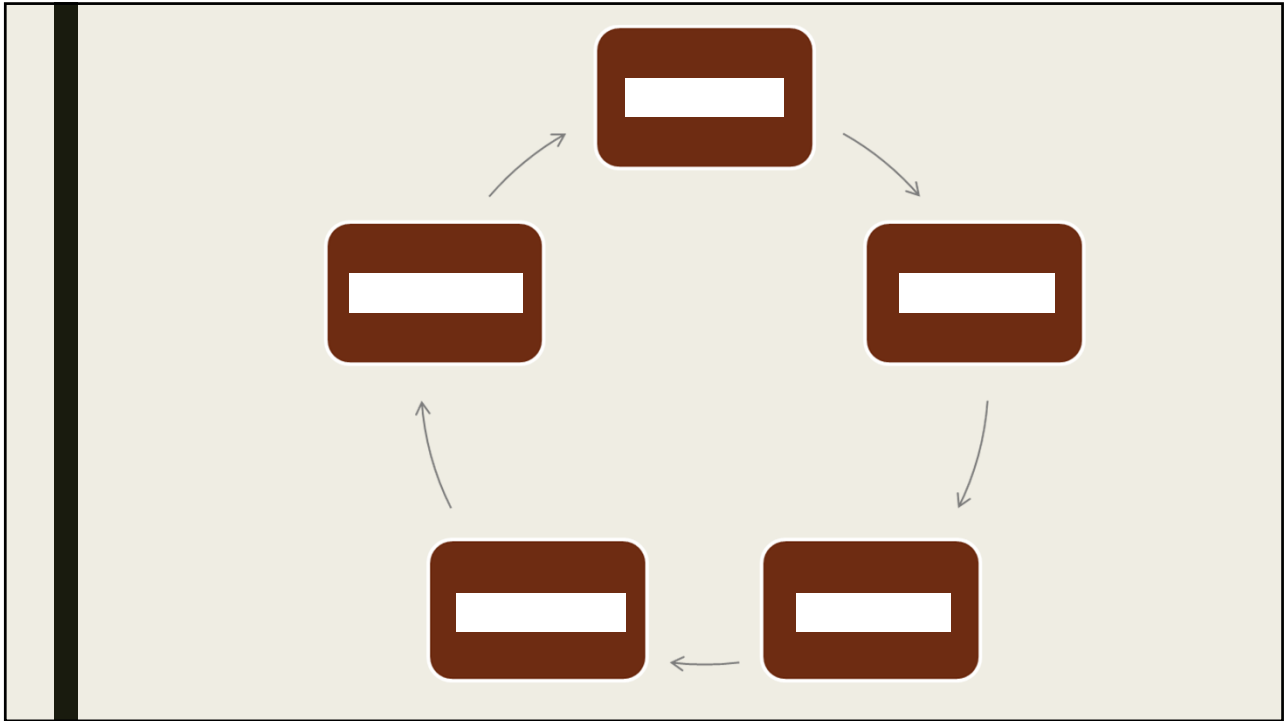
- How do we start?

- \_\_\_\_\_
  - \_\_\_\_\_
- *Document your expectations*
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## WHAT NOW?

- I'm glad that's over!

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



PRESENCE

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

OBSERVE

- \_\_\_\_\_  
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ASSESS

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ACT

- \_\_\_\_\_  
\_\_\_\_\_  
- \_\_\_\_\_  
    ■ \_\_\_\_\_

ACT

- Recognition checklist
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  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

## DOCUMENT

### ■ How

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- \_\_\_\_\_

## PRESENCE

### ■ Back where we started

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- \_\_\_\_\_
- \_\_\_\_\_

## What now?

- Annual performance evaluation

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- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_

## QUESTIONS

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- \_\_\_\_\_
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