

# CONVERSATION GUIDE FOR EMPLOYEES

YEAR-END WRAP-UP CONVERSATION



UNIVERSITY OF  
**WATERLOO**

Human  
Resources

# Conversation Guide for Employees: Year-End Wrap-Up Conversation

## Overview

For the 2024 performance review year, we are transitioning from a formal performance process to a more informal wrap-up conversation. It is important to recognize that these discussions remain a critical opportunity for you and your manager to reflect on your progress, identify areas for growth, and plan for the future. By preparing thoughtfully, you can showcase your accomplishments, demonstrate alignment with our institutional values, and ensure the conversation is productive and forward-looking.

## The Questions

Use these questions to guide your preparation:

### Reflect on Your Accomplishments:

- What are your 3 biggest accomplishments this year?
- What are you most proud of, especially in how you have embodied our values of Thinking Differently, Acting with Purpose, or Working Together?
  - Consider specific examples that highlight how your work has contributed to team or institutional goals.
  - For more information on our institutional values, please visit our [Values website](#).

### Skills Development:

- What skills have you been focusing on this year?
- Which skills would you like to continue developing?
  - Think about areas where you've grown and how you can build on that development moving forward.

### Goal Setting:

- What are your goals for the next 4-6 months?
  - Alternatively, what do you want to be most proud of in one year from now?
- What specific outcomes do you envision and how do they align with the team's objectives?

## Support for Your Growth:

- What support do you need from your manager to continue growing?
- How can your manager best help you develop in line with our values of Thinking Differently, Acting with Purpose, or Working Together?
  - Be clear about what you need to thrive and how your manager can play a role in your on-going development.

## Looking Forward:

- As you look to next year, what would you like to:
  - Continue doing?
  - Stop doing?
  - Start doing?
- How do these align with the values of Thinking Differently, Acting with Purpose, or Working Together?
  - Consider how your work can evolve and where you see opportunities for change or improvement.

## Feedback on Manager Involvement:

- Where could your manager have been more involved in your work to support you?
- Where could they have stepped back to empower you to think more creatively or collaborate more effectively?
  - Reflect on the balance of support and autonomy you've experienced and be ready to offer constructive feedback.

## Summary

By preparing your thoughts around these questions, you'll be well-equipped to engage in a meaningful conversation that not only highlights your contributions but also sets a clear path for future growth and success.

## Your Notes

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