



Expectation Setting Worksheet

Performance Area: _____

Step	Action
1	<p><i>Describe desired performance:</i></p> <p><u>Expectation checklist:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Is the expectation reasonable?<input type="checkbox"/> Why is it important for the employee to meet this expectation?<input type="checkbox"/> Does the expectation describe an outcome or a task?
2	<p><i>Communicate the expectation.</i></p> <p>How will you communicate?</p> <ul style="list-style-type: none"><input type="checkbox"/> Written (best for reminders)<input type="checkbox"/> Verbal (best for quick stuff)<input type="checkbox"/> Demonstration (best for tasks and procedures) <p>Does your communication contain:</p> <ul style="list-style-type: none"><input type="checkbox"/> A description of desired performance?<input type="checkbox"/> The importance of meeting this expectation?<input type="checkbox"/> A request for the employee's agreement?
3	<p><i>Check for understanding and buy-in.</i></p> <p>How will you ensure understanding and buy-in?</p> <ul style="list-style-type: none"><input type="checkbox"/> Verbal acknowledgement from the employee<input type="checkbox"/> Quiz the employee<input type="checkbox"/> Role-play with the employee<input type="checkbox"/> Observe the employee
4	<p><i>Follow-up.</i></p>