

## Mid-Year Review Video Script

Scene 1: LISA, a supervisor sitting in her office. CECIL, the employee, is sitting on the other side of the desk.

LISA

After our planning meeting, you were doing really well. I could tell you were committed to achieving the objectives we discussed.

CECIL

Yes, and a couple weeks ago you stopped by to let me know how impressed you were with how I was meeting deadlines. I really appreciated that.

LISA

Good. You are definitely skilled at keeping yourself on task. But I am wondering if in your quest to meet your deadlines, you are sacrificing some of the quality of your work. I have noticed a few issues lately.

CECIL

How so? I feel that the content I've been producing has been top notch.

LISA

It's not the content that's the problem, it's the quality.

CECIL

Could you please define quality a little further for me? If the content is good, I don't understand the issue?

LISA

While the content is good and well-informed, we have had to make edits and formatting changes in just about every one of your documents. Part of your job, and one of your initial objectives, is to ensure quality and design standards.

CECIL

I know quality is important. And it is one of my objectives. I think I got so caught up in making sure the content was good, that I let the quality standards slip.

LISA

Ok. Just keep in mind that the packaging is important. It's difficult to see the caliber of your work if there are formatting errors.

CECIL

Ok.

LISA

The last objective we discussed was supporting and assisting your co-workers. I talked to some of your co-workers and they definitely noticed your assistance more. But a few also expressed concern that you may be stretching yourself too thin. That you seemed a bit more stressed than usual lately?

CECIL

I can understand that concern. My wife and I have been trying to adopt a baby and the last few weeks have been a flurry of paperwork and deadlines and it got a little hectic. But we have all our information and are on a waiting list, so I am much more calm now.

LISA

Congratulations, that's excellent news!

CECIL

Thank you. I tried not to let it affect my work but sometimes it was difficult.

LISA

I'm sure it was. Would you like to re-evaluate any of your objectives?

CECIL

I don't think that's necessary. I still think they are achievable and that I'm on the right path.

LISA

What about the quality issue? Would you be open to some refresher training?

CECIL

Yes, I think that would be good. I used to be more knowledgeable on the handbook but have lost a lot of that knowledge lately. I think some refresher training could go a long way.

LISA

Great, I'll set something up.

CECIL

Thank you. I think by the time of our end-of-year meeting, you'll see some real progress.

LISA

I think that I will. And we'll continue to touch base in the coming months.