

End-of-Year Meeting Video Script

Scene 1: A supervisor, LISA, is seated behind a desk reviewing papers. There is a whiteboard behind the desk with the heading "Objectives." There are three objectives listed on the board:

- Objective 1: Complete all assignments in a timeframe consistent with that assigned by the supervisor.
- Objective 2: Ensure that all output matches quality and design standards put forth in the employee handbook.
- Objective 3: Actively support coworkers and assist as needed.

LISA

[Speaking into speakerphone] CECIL, do you have time to review your self-assessment?

CECIL

[On speakerphone] I sure do, be right over.

Scene 2: Same setting as Scene 1, but now CECIL is seated at the desk across from the supervisor.

LISA

So CECIL, I've reviewed your self-assessment and compared it to my notes. Before we get into that, is there anything you'd like to add regarding your performance over the past year?

CECIL

I think I included most of it in my assessment, but I would like to reiterate that I accomplished each objective that we agreed on. Not only was the quality of my work adequate, but I received a special thanks from the client on that one report back in January.

LISA

I saw that e-mail you included with your assessment. It was quite thoughtful of them to send that along to you. You must have really impressed them.

CECIL

It's nice to be appreciated for the hard work I put into it. Regarding the third objective, while I know it's impossible to measure, I think my coworkers would all say that I've been more of an asset than a hindrance.

LISA

You're right, it is really hard to measure, but do you have any material to support your claim?

CECIL

In February, David ran into some severe creative problems with his project. He bounced ideas off me during lunch a few times. His final direction came about during those brainstorm sessions.

LISA

I thought you two were on to something when I saw you two together that week.

CECIL

I'm sure I can come up with other examples if you need them.

LISA

No, my own observations agree with what you said. I was just looking for an actual example. That one is good enough.

CECIL

Alright, let me know if that changes.

LISA

Of course, but I don't think it will. Frankly, I think your self-assessment was pretty straightforward. You provided documentation for everything you claimed. I really appreciate your thoroughness. It makes my job that much easier.

CECIL

So, does that mean you agree with me?

LISA

[Chuckling] This discussion isn't about agreement or not. I was just hoping to clarify some points you made, and you've now done that for me.

CECIL

I'm glad I could help. What does this mean for my rating this year?

LISA

Like I said, this discussion isn't about agreement or ratings. I was hoping to clarify your point of view — which I have now done.

CECIL

So when do I find out how I was rated for this year if you won't tell me?

LISA

I will submit my recommendations to the director for the review. Once I get them back, I will write my final assessment of your performance for the year and you and I will sit down and discuss your rating at that time.

CECIL

[Smiling] I see. Are you sure you can't give me a little hint?

LISA

I really can't. Once I get your final assessment finished, you'll be notified. Again, thank you for your input today and all your hard work this year. We'll have that sit-down soon.

CECIL

Thanks. Take care. [CECIL gets up and exits the office.]