

UTSA's Mission, Vision,  
and Core Values



## Tips for Effective 1:1 Employee Review Meetings



Give advance notice for meeting date & time.



Prep talking points & open-ended questions in advance to support a two-way conversation.



Be specific and provide examples.



Focus on the future and discuss goals.



Seek feedback and perspective.



Be clear about next steps and allow time for questions.



Reach out to your HR Business Partner for support.



Thank them for their time and engagement.

Visit the **performance management** website for details about the performance evaluation process.

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## Leadership Courses