

Planning the performance evaluation meeting contributes to the success of the process. Below are some suggested guidelines that should help you accomplish the goals of the formal performance evaluation meeting.

- Establish the date and time of the meeting with the nanny several days in advance. Provide the nanny a copy of the [Nanny Self Evaluation Form](#) at that time. Request its return the day before the meeting.
- Prior to the meeting, review your written evaluation of the nanny's performance. Review the nanny's self -evaluation.
- Plan your discussion. Objectives for the discussion include:
 - Reviewing, discussing, and confirming understanding of the essential functions listed on the performance evaluation, goals and standards of work performance.
 - Recognizing strengths and achievements.
 - Confirming previously identified areas needing improvement and establishing agreement about how improvement is to be accomplished.
 - Identifying areas in which education, training, or other development opportunities are needed and a strategy for developing skills, knowledge or abilities. Discuss and confirm understanding and agreement about the steps that the nanny will take to accomplish self-development goals, as well as how you will help.
- Plan to meet with the nanny in private.
- When you meet, carefully review his or her self-evaluation. Discuss areas of agreement and difference.
- Review your [Nanny Performance Evaluation](#) and evaluation narrative with the nanny. Discuss the nanny's strengths first, covering each point in detail. This sets a positive tone to start the discussion. Discuss previously identified areas needing improvement. Ask the nanny for suggestions about how he or she will improve performance. Introduce your ideas for improvement as well. Consider whether anything raised in the nanny's self-evaluation sheds new light on your assessment, and be prepared to modify your evaluation if appropriate.
- Show your interest in your nanny's progress and your willingness to take up the discussion again any time. Close the evaluation when all points have been covered and the nanny has had the opportunity to provide input.

If changes will be made to the evaluation, discuss those changes and agree upon a date by which the final evaluation will be prepared and the evaluation will be signed.

After necessary changes have been made, ask the nanny to sign the [Nanny Performance Evaluation Form](#). The nanny's signature indicates that he or she has read the evaluation and

that a discussion has taken place. It does not signify that the nanny agrees with the evaluation.

What if the nanny refuses to sign? The nanny may take a few days before signing the evaluation form. However, if after a reasonable period of time the nanny still refuses to sign the form, performance managers may note on the form that the nanny has refused to sign, date, and initial the signature block.

You may attach additional comments. Inform the nanny that she can add or attach comments to the [Nanny Performance Evaluation Form](#) as well. If the nanny wants to add comments, allow time to write them, and attach the comments to the original, signed file copy. Nanny should receive a complete copy of her performance evaluation for her records also.