

# ANNUAL CONVERSATION PROCESS



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The Annual Conversation inspires reflection and future-focused thinking about life and work. The conversation takes place between a manager and his/her direct report in a setting conducive to expansive, generative thinking.

The anniversary conversation replaces a traditional annual performance evaluation and is not connected to compensation decisions. Prior to the anniversary of your date of hire, you and your manager will receive an email reminder regarding the Annual Conversation. Following this prompting, please initiate the following:

1. Schedule your Annual Conversation! Be creative and choose a meeting location or environment that is inspiring. This can be a lunch, a walk, time in a favorite café, etc. We recommend two-to-three hours for the meeting.
2. Prepare for the meeting:
  - Review and consider responses to the Annual Conversation questions listed below. We collectively created questions we hope you'll be eager to answer. You can choose to focus on as many as you like. You should also feel free to add questions that are particularly relevant for you. You can write out your responses if you wish, although this is not required.
  - Review your job profile. If you feel there have been significant changes to your job, the Annual Conversation is a great time to bring these up.
  - You may also want to use this opportunity to consider how you might update your resume. You need not discuss this with your manager unless you would like advice or guidance.
3. Your meeting is a dialogue! You and your manager can jointly facilitate it.
4. Both participants should take notes during the meeting in order to remember the conversation and any commitments made.
5. For organizational learning purposes, managers should also share their thoughts about the effectiveness of Annual Conversation meetings with the Head of Staff Development.

Reminder: Adjustments to salary will be considered separately from this process, as described in our compensation philosophy.

# ANNUAL CONVERSATION QUESTIONS

These questions are meant to inspire reflection and a generative conversation. You may answer them all, choose the ones that are the most interesting to you, or generate others that are more useful to you.

## In reflection...

What are you working on when you feel the most purposeful? Why is this activity meaningful to you?

Describe a difficult challenge you faced this past year. What made it difficult? How did you approach it? Were you able to overcome the challenge? If yes, how? If no, why not? Were others supportive of you?

What is something new you learned in the past year (new skills, about yourself, about life, etc.)?

How has your time outside of work impacted your job, and vice versa?

Where do you experience strain in your role, or in the HopeLab community?

What have been the most significant changes in you or your job/role?

As you reflect on the year, what kind of feedback about your performance would you like?

# Looking ahead...

What would you attempt to do in the next year if you knew you could not fail?

What worries or concerns do you have? Do you need any support in addressing your concerns?

Where do you feel you would like to grow in the coming year? Do you need any support in this area?

How might you engage in your job/role to be more aligned with your purpose?

What is going well in our working relationship that we should continue to do? What might we change to improve our work together?

# In closing...

Which questions above would you like for me, as your supervisor, to answer?

Is there anything else about your job or our work environment that you would like to discuss?

What commitments did we make today that we need to follow-up on?

In place of, or in addition to, the questions above, I would like to discuss the following:

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