

WORKSHEET
Manager Guide to Setting Expectations with Employees

My expectations are that (be clear and specific):

You are meeting my expectations in the following ways (provide recent and specific examples of ways the employee is meeting your expectations):

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- ---
- ---

You are not meeting my expectations in the following ways (provide recent and specific examples of ways the employee is not meeting your expectations):

- ---
- ---
- ---

What I need you to do differently is (be specific):

It is important to make these changes because _____.

(Explain the benefits of the change. People need to understand why you're asking for change so they can buy into it.)

I need these changes by: _____. (Provide an actual date.)

What do you need from me to help you make these changes? What support can I provide?

We will meet every _____ **to discuss your progress.** (List timeline, such as every Friday, every other Wednesday, once per month... whatever is right for the change you are looking for.)