

The Mock Interview

The Needs Assessment and Performance Agreement



- ❖ Personal expression and purpose of the interview
- ❖ Review of assessment material already available, i.e., personnel file, history with agency (how long, what jobs), etc. Then do a strengths and needs discovery. **Look for strengths and list them.**
 - Assessments: Gather, analyze, draw conclusions, and make decisions
- ❖ As we look at the needs assessment we realize that it is a two-way street. The agency has needs in order to function according to its statutory mandate and the employee has needs from the agency in order to do their job in the best possible manner. Some agency needs are non-negotiable, and some may be negotiated to meet employee needs.
- ❖ I would like to review the agency needs first as that will help us define the purpose of doing a needs assessment and performance agreement. It will also help us focus on what your (the employee) needs may be.
- ❖ I also want to know what other specific responsibilities you feel the agency has to you in order for you to carry out your specific job. Please let me know all the assignments you have been given and are currently responsible for doing. What do you need to be able to do these jobs well?
- ❖ Within the framework of our discussion on what the agency need, what will you need from the agency in order to do what is expected of you in your current assignment? Where do you see yourself in the agency in two years and in five years?
- ❖ Let's put together some steps that will lead us toward meeting both the agency needs and your needs. Begin the process of establishing the performance plan. (See headings and examples for performance agreements in the appendix.)

- ❖ The agreement must have some potency that will affect the continued cultural change in the agency or it will just be another exercise in frustration and futility. Develop specific steps to meet agency and employee needs.
- ❖ Make the steps possible and make sure that they will achieve the stated desired results.
- ❖ Be creative with steps and in generating ways to meet the identified needs.

