



VA Veterans Onboarding Program

Agenda for Job Performance Expectation Meeting

Purpose	To set clear job performance expectations and to introduce the performance appraisal program.		
Outcome	Job performance expectations and requirements clarified for: <ul style="list-style-type: none"> • Position Description • Training Requirements • Performance Goals and Expectations 		
Date			
Time			
Participants			
Position Description	Review job tasks and position description.		
Training Requirements	Review training requirements:		
	Training	Target Completion	
Performance Goals and Expectations <ul style="list-style-type: none"> • Performance Appraisal Program • Elements/Standards • Goals and Objectives 	Review performance appraisal program and elements/standards for position.		
	<ul style="list-style-type: none"> • List of short-term (6-month) goals and objectives: 		
	Goals	Objectives	
	<ul style="list-style-type: none"> • List of long-term (12-month) goals and objectives: 		
	Goals	Objectives	
Next Meeting			
Action Items	Action Item	Assigned to	Target Date