Name: Date: Time:

1. Did you have a chance to review the Job Description and Preface?
   1. Do you have any questions?
   2. Do you feel anything could/should be adjusted?
2. Expectations - yours and ours - where do you see yourself? (Listen to responses to assess level of thinking. Perspective and level of complexity/vision can evolve out of this discussion. The employee will often self-assign their level and we can affirm their assessment. This has been common in these discussions.)
   1. Level 1 - master the Preface and Core Essential Job Functions

Review with us - talk about your experiences with these and how they apply as you perform your daily work

* 1. Level 2 - Core, plus additional responsibilities, complexity, problem solving, outreach/relationship building

Review the elements in green print - do they apply to you? Do you spend 20% or more of your time on these activities?

* 1. Do you have an interest, knowledge, or skills that you feel you could use in any of these activities that could meet a Library need?
     1. I/We see a skill or talent in you that could apply to (project that is on the wish list for the Management Team or your department or the Library depending on the level of employee)....

1. Based on the time you have been in your position, your experience, and today’s discussion, we see you in a level \_\_\_\_ for your position.
   1. Do you have any concerns with the placement?
2. Review of the Wage Scale Policy and pay rates for the position/level.
   1. Minimum, Midpoint, Maximum for position
   2. Explanation of the process for how pay rates effective on with the July 15 pay period. Wage Scale adjustment if below the midpoint based on pay grade, time in the position, (will be explained in a letter, which will be distributed in late June to mid-July before the July 15 payroll)
3. Questions and wrap up