

Schedule your Ratings and Rewards conversation 1:1 meeting, using the Meeting Invitation Template at the end of this document. If appropriate, you may consider using an existing 1:1 for your conversation.

### **Plan your message:**

Write down separate key messages for each employee. Explain each Rewards lever and your decisions for each.

Review Insights feedback/notes, OKR scores from the year, and any other performance inputs you want to reference.

Use the previous and new compensation levels to explain your decisions.

Anticipate your employee's questions and be prepared to actively listen to their perspective.

Download, review and send the Rewards Statement for delivery to your employee (Print for face-to-face meeting).



### Acknowledgement

"I wanted to highlight the exceptional effort you put into [specific task/project]. It truly made a positive impact."

"Your dedication to [a particular skill or aspect of your role] has not gone unnoticed. Thank you for consistently delivering outstanding results."

"I appreciate your commitment to [team collaboration/innovation/etc.], and it's evident in the positive outcomes we've achieved."



### Constructive

"Let's discuss how we can enhance your approach to [specific task/responsibility] for even better results. What are your thoughts on trying [suggested improvement]?"

"I've observed some challenges in [area of improvement], and I believe with a focused effort on [specific action], we can see positive changes. What do you think?"

"Your potential is immense, and I see an opportunity for growth in [specific skill]. How can we work together to develop this further?"



### Development

"Looking ahead, I see great potential for you in [specific area/role]. What are your career goals, and how can we align your current performance to achieve them?"

"We all have unique strengths and areas where we can grow, so let's discuss how we can work together to identify and develop those opportunities for improvement."

"I'm impressed with your progress. What are your thoughts on taking on more responsibilities in [specific area] to further your professional development?"

Use this worksheet to take notes during your conversations.

### **Reflect and Plan:**

What went well with this employee during the Ratings and Rewards conversation?

What do you want to follow up on in the next week?

Actions you've committed to or assigned:

Notes:

# Meeting Invite Template

As you schedule your Rewards Conversation meetings, encourage your employees to learn about the Rewards changes before you meet. Below is a note that you can add to the calendar appointment for your conversation.

Employee,

I've scheduled this time to walk through your Rewards Statement with you. Before we meet, please take a few minutes to look at the Rewards Learning plan on Degreed, where you can find useful Rewards resources. You may also want to look at the Year-end Ratings learning plan on Degreed and Rewards Planning on Circuit for frequently asked questions about the changes to Rewards this year and other resources. Looking forward to talking with you.

Thanks,  
Manager

Links:

- [Rewards Learning](#)
- [Year-end Ratings Plan](#)
- [Reward Planning](#)