

Touchpoints Conversation

Name: _____ Supervisor: _____

Date: _____

Instructions: Please provide thoughtful feedback on each question. For additional instructions, [click here](#). Additionally, feel free to incorporate feedback from others where appropriate.

CONTRIBUTIONS

What were the employee's key contributions and goal progress?



How could the employee enhance their contributions?



This template can be used to draft comments for your employee's Performance Touchpoint. Once comments are complete, they may then be copied directly into the touchpoint form on My Info. Please note that there is a character count limit for each section.

CAPABILITIES

What behaviors and skills does the employee most strongly demonstrate?



What behaviors and skills should the employee work to further develop or demonstrate?



(For people leaders only.)

Describe this employee's leadership capabilities and opportunities for further development.



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CONNECTIONS

How has this employee cultivated relationships to achieve business goals?



How could the employee further develop or strengthen relationships?



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CAREER

What career goals has the employee identified and what action has been taken?



What additional actions are needed to achieve these stated career interests?



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CULTURE

How does this employee demonstrate the Sempra Values of Doing the Right Thing, Championing People, and Shaping the Future? What actions has the employee taken to support our focus on diversity and inclusion? How has the employee demonstrated our commitment to safety? How do the employee's actions demonstrate a commitment to the company's culture of ethics and compliance?



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Sempra's Values

Do the Right Thing

We are guided by our ethics, our focus on safety and our willingness to stand for what is right.

Champion People

We invest in people and value diversity and inclusion because it elevates performance and helps us partner responsibly.

Shape the Future

We are forward thinkers who innovate and collaborate with stakeholders to make a positive difference.