

Performance Review Tips

Performance reviews should not be something that we dread. They should be seen as an opportunity to have an in depth conversation about your own development and progression.

There should be no big surprises at the end of year because feedback should be given and sought throughout the year, not just at the end. Your performance review should be a time to take stock of everything you have achieved and the challenges you have overcome along the way.

Prepare to have an open and objective conversation with your manager. If there are reasons you have not achieved the planned objectives, consider the reasons why this is and what needs to change so this does not happen next year.

Here are some Tips to Help You Prepare for Your End of Year Performance Review

1. Block out time in your diary and find a place where you will not be disturbed
2. Review your job description (if you have one) and your objectives for the year
3. Review all your main achievements during the year by:
 - a. Going through your diary to refresh your memory
 - b. Review your email "Feedback" folder– if this is not something you have already, this is a great way to collect the feedback you may receive during the year – even if it is verbal feedback, send yourself an email with the feedback in it!
4. Consider what else you have achieved:
 - Who have you supported?
 - Where have you played a part in a bigger outcome?
 - Where have you tried something new?
 - What have you learned along the way?
 - What behaviours have you exhibited eg collaboration, respect for diversity
5. What areas do you want development in next year? How could you resource this development? Remember the 70:20:10 development model.
6. What are your career goals? What assignments or relationships do you need to be focusing on to help you achieve these goals?
7. Agree next steps at the end of the meeting and make sure everything is documented and written up as close to the meeting as possible

We work with teams and individuals to support them in taking their effectiveness to a higher level. If you would like to find out more, please contact us enquiries@zestfor.com