








Performance Review Preparation Checklist

-  Well before your review, clarify how you'll be evaluated and what rewards to expect for meeting those metrics.
-  Regularly update your manager on your progress against these metrics throughout the year
-  Maintain a list of all accomplishments through the year. Projects, daily work metrics, etc.
-  Collect feedback from your peers throughout the year and prior to the review.
-  Use any surprises or changes in commitments as they arise as an opportunity to negotiate expectations.
-  Be prepared to receive constructive feedback where applicable. Truly embrace this as an opportunity to learn where you can improve, even if you are performing well. Ask for SPECIFIC examples from your manager
-  After the review, document the conversation and any new agreements made.

The year-end performance review should not be a scary event, you should look at this as a great opportunity to not only communicate your wins and growth but it also serves as a crucial opportunity for you to receive constructive feedback on your work throughout the year. It provides a platform for understanding strengths, areas for improvement, and actionable steps to enhance your growth as a professional. Additionally, it enables you to align your goals with company objectives, setting clear expectations for performance and accomplishments in the upcoming year. Ultimately, the year-end review should facilitate a collaborative dialogue between you and your manager, fostering personal development and driving success within the organization.

