Effective Performance Review Quick Tips for Employees

BEFORE THE MEETING

- Consider your performance over the whole year
- Be aware of your achievements
- Face up to those things you could have done better or would have done differently
- Think about what you have learned – from the work you have done, from other people and the training/courses you have attended
- Consider what you would like to achieve during the next year, what skills you will need and what skills you will need to develop
- Be realistic and test your expectations
- Collate your evidence from the past 12 months to support your performance and achievements
- Complete the Self Review Form and be honest

DURING THE MEETING

- Remember this is your review meeting so take part fully
- This is your time to shine so use it effectively
- Listen and be prepared to learn, don't make assumptions
- Ask for clarification and examples if you don't understand
- Try to see things from your manager's point of view
- If you can't agree with the feedback, ask for time to think it over
- Try to be objective
- If you're pleased with the feedback, say so
- Show you're ready and willing to learn
- Discuss development needs and how to overcome them

AFTER THE MEETING

- Keep to agreed timeframes
- Be prepared to discuss the final document
- Make constructive comments
- Sign the appraisal as a correct record
- Agree dates to review performance, objectives and development plans