



Each employer can name their employee performance reviews differently, from Appraisals to Performance Reviews. Regardless of the name they do play a central role in evaluating each employee, team and the business success.

Remember it's all about you. If you think it is just a paper exercise for your employer than it will not work for you. Even though you may dread it, the thought of talking about yourself and your goals it is empowering to help you reach your success.

So let's take a moment to not only help you enjoy the process but to also make sure you get what you want from it.

1 – Dialogue between you and your boss

It is an opportunity to record your conversation once or twice a year on your performance and development. Do you want to go up the career path to achieve a Manager role for instance, or is there a particular part of your role you really enjoy that you can develop your skills in? Whatever is of interest to you this is the time to share with your boss and see how they can help you achieve it.

2 – Preparing for your review

Your employer most probably has a process you need to follow but there are other ways you can prepare.

Review your last review, what did you say, what did your boss say, remind yourself of the notes you agreed. This can be the biggest failure because you need to review and work on your last review months in advance, not just 24 hours before your next review!

Why? Because you need the period of time in-between your reviews to action and work through your achievements.

Also think about any recent accomplishments, contribution you have made whether to the team, business or a project, any challenges you have uncouncted and overcome and any areas you would like to progress in.

3 – How do you learn?

How we all learn and digest information is different. There is no right or wrong way but it is important to work out what is best for you. Is it best for you to be thrown in the deep end (as they say) and you will grasp it quickly, is it best for you to follow a detailed plan at a slow pace, or is it something in-between? Working out the right steps for you in advance of your review meeting will help you discuss your development plans.

4 – Completing the paperwork

If your process involves completing a form (it probably does!) convey your thoughts in a clear and concise way. Ensure you make a note of your key accomplishments and contributions you have made and include examples if you can.

5 – Your review meeting

Remember this is a two-way system. It is not just about analysing you it is also about you sharing with your boss.

Within the Mark Holt & Co Group we call our reviews ‘Performance Development Reviews’. The purpose is to not only highlight how a member of our team is doing but also to give both us and the team an opportunity to share thoughts on progress and development.

It gives us a one on one session with each member to review their career with us. We can discuss any areas they are excelling at and any areas they are struggling with and what we can do to help them. For us the purpose is to be positive, motivating and encouraging how we work together to achieve your goals.

This approach helps us to be more team focused instead of being goal focused. How? Because it focuses our minds on the future and making improvements.

Good luck for your next review.