

**It's always a best practice to prepare in advance for a performance conversation or review.** This not only models engagement, interest, and openness to the process, but also creates an opportunity for you make the most of the performance conversation. After all, it is your career and ultimately you are the one in the driver's seat.

Remember, each organization's process for reviewing and talking about performance will be different. You might want to reach out to your manager and/or HR team to understand the tools and resources used in your organization to support the process.

Your commitment to preparation will likely help the process to go more smoothly, help to create a positive dialogue between you and your manager, and often will yield outcomes that will help you going forward.

Be sure to have a collection of concrete examples to help you demonstrate your strengths, accomplishments, potential areas for growth, and contributions to the success of the team/company. This will also help to inform your career development and performance objectives for the next performance review period.

If you haven't already, take a moment to review the Career Map (most relevant to your current role) on the **mycareer** website in advance of your performance review. You may want to even have the downloadable summary or a few notes with you to reference during your conversation with your manager. A little work in advance will likely help you with reflection and the preparation process.

## Reflect on each question and provide examples to support your answers.

The questions below are intended to complement and enhance any resources that might be available through your manager/HR team as a part of the performance review process.

1. What are my responsibilities (based on my job description) and accountabilities (as outlined in my description/assigned by my manager)?

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2. How have I had success in carrying out my day-to-day responsibilities? Accountabilities?

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### 3. What are my strengths?

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Examples of how I demonstrate these? .....

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Comments .....

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### 4. What accomplishments have I had in this performance period?

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Examples .....

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Comments .....

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### 5. What challenges did I encounter? Why? (e.g. unclear expectations, relationship challenges, emerging competing priorities, lack of understanding/knowledge, etc.)

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Examples .....

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What could have been done differently .....

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**6. What are my areas for continued development?**

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Examples .....

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Proposed strategies for growth in these areas .....

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**7. How did my efforts positively impact my team/the department/company?**

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Examples .....

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**8. What skills/competencies would I like to focus on growing in the coming performance period?**

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Proposed strategies for continued growth .....

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9. What supports do I need from my manager/company (coaching, mentorship, experience exposure, stretch assignments, training)?

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Examples of how these supports can be implemented .....

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10. What are my short term and long term performance goals?

Short Term: .....

1. ....

2. ....

3. ....

Long Term: .....

1. ....

2. ....

Where do I see myself headed in regards to my career? What are some of my career goals? .....

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