

Start Preparing for Your Performance Review Today



To ensure a stronger narrative of value for your performance review, you can be purposeful, thoughtful, and strategic in your work *today*. Use the list below to move in that direction.

- Record the responsibilities you have at work.** Document what you do, for whom, how, and why, being as specific and concrete as possible to help others understand all that's involved in the work you do. To help in this effort, you might review project notes, emails, and calendars for information on work you have completed and the impact it has had on others. You might also leave a notepad on your desk to record the tasks you do throughout the day or week to keep your list current.

- Find or request a copy of your job description, and compare it to the list of responsibilities you created.** Review tasks formally linked to your position for work that may be obsolete, missing from the list of responsibilities you started, and current but not being done. You might also note tasks that do not appear in the job description but should in light of your position's current responsibilities.

- Write your own performance review.** Draft a sample performance review that matter-of-factly discusses the work you've been doing since your last review. Focus on describing where and how you have succeeded, as well as areas that may raise questions, concerns, and even criticism.

- Arrange a time to meet with supervisors and others to discuss your work.** Schedule a 20–30 minute appointment with people who have a stake in your performance to discuss ways you can be doing more, better, differently... to build upon or improve the value you bring to your clients, supervisor, team, and larger organization.

People who could offer feedback on my work include...

Appointment Date and Time

Throughout each discussion, listen for information on where and why some people may be less satisfied with your work. Rather than defend yourself or negate their comments, remain open to their observations and, if necessary, ask questions for clarification and suggestions on where you can improve.

- ❑ **Develop a Plan of Action.** Identify specific ways to address others' concerns about your performance and how you will know when you've succeeded in addressing those concerns.

- ❑ **Keep track of your progress, modifying behavior as necessary.** Maintain a record of what you're doing to move in directions valued by the company.

By taking these steps, you can find ways to present a consistent, cohesive, company-driven narrative of value for why you deserve more money, more responsibility, and more recognition.