

An Employee's Guide to the Performance Review Discussion



It's time for your mid-year or year-end performance review discussion with your supervisor or manager. While most employees don't look forward to these discussions, there are things you can do to make the meeting more valuable and to help it go more smoothly.

- Remember that the appraisal meeting is a discussion and a dialog between you and your supervisor or manager.
- Maintain good eye-contact, attentive posture, and a professional manner.
- Listen and take notes.
- Reflect back to your supervisor or manager your understanding of what is said.
- Compare the actual specific performance results and behaviors to the standards. Stay away from blaming others and making excuses.
- Emphasize strengths, as well as areas that need improvement.
- Be honest and take responsibility.
- Provide your ideas on how to resolve problems.
- If you don't agree with your supervisor or manager, ask for specific examples.
- Set goals, expectations, and standards together for the next review period.
- Discuss development and training needs.
- Tell your supervisor or manager what you need to do your job more efficiently.

For questions related to your agency's specific performance management requirements and guidelines, contact your HR leader.