

Whether your performance reviews happen once a year or more frequently, it can be pretty challenging to remember what you did more than a few months ago. Do these 5 things to help you prep for your upcoming performance review and set yourself up to manage your career like a business.

5 WAYS TO PREPARE FOR YOUR PERFORMANCE REVIEW



1. Do a self-assessment

Reflect on your year using these questions as a guide:

- What did I learn this year? About myself, my industry, and my professional relationships?
- What could I have done differently or better?
- In which areas did I really push myself and grow?
- In which areas did I coast or go backwards? Why?
- Which of my behaviours limited me? Which of my behaviours supported me?
- How am I going to use this reflection to direct me in managing my career like a business in the coming year?

2. Build your own portfolio of evidence

Start a file and use it to develop a portfolio of evidence:

- Note your monthly, weekly or daily reflections on what you achieved and what you learned that week or day.
- Commendations and emails of appreciation from clients and colleagues.
- Lessons learned reviews from completed projects.
- A projects and assignment list showing increasing levels of responsibility.
- Tangible evidence of your contributions.
- Examples of where you have challenged yourself and grown in the process.
- Evidence of your investment (time and/or money) in your own personal and professional development.

3. Set and reflect on your goals

Achieving a good performance review requires you to be intentional in how you show up in your career. Use this list to help you think through your goals:

- Will this be a year where you are growing and learning new things and/or a year of consolidating, practising and becoming expert in what you've learned?
- Set goals around experiences you need to achieve your development goals. do you need to work with different people, bigger projects, in a different region?
- Do you need to work on more complex projects? Or do you need a number of similar experiences repeated so that you can really embed your learning?
- Do you need exposure to a different industry, a different phase in a project development cycle, or a different function in your company?

- What networks do you need to build and relationships do you need to establish?

4. Keep it business relevant

Check from time to time that you are working in alignment with the organisation's / project's goals. You can do this by asking questions like:

- How am I tracking in relation to the company's goals?
- Do I even know what the company goals are?
- Where should I be focussing my time and energy?
- What can I do differently, better or more of to help achieve the company goals?
- What is expected of me?

5. Flip the script

If you know that a bad performance review is coming, you can still prepare for it in a way that could turn it into a constructive experience:

- What stopped you from performing at your best? Start by reflecting on your own behaviours, mindset and assumptions. Own these before you start looking for external reasons.
- If there were external forces that hindered your performance, look for a way to be objective about them and at all costs avoid criticising others.
- Reflect on what you could have done differently, what you learned about yourself and what you can do to apply that learning next year to become a stronger contributor.

Performance review podcast and blog

All the best for an outstanding review and achieving your goals as CEO of your career.



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