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For Ambitious  
Professionals Only

# Prepare For Performance Review

A beginner's guide

# What Are Performance Reviews?

Performance Reviews are meetings with your manager where you look at the goals established at the beginning of the year and the results to date.

These can be held a few times a year (quarterly, mid-year, yearly).

This is your opportunity to showcase all your results to your manager.

And also, it shows if you didn't do your job.

The decision made in this meeting determines your salary increase, bonus, an eventual promotion, but it also exposes you to senior management.

Plus, these are documented and are kept in your employee folder.

**Performance  
reviews are  
those meetings  
that are hard to  
set up by  
managers and  
employees as  
well.**

**Managers spend time in assessing the value of an employee, phrasing their contribution with constructive feedback, a positive note and fair appraisal.**

**Whereas the employee makes their own assessments first and then justify their results.**

**A Performance  
Review Looks At  
Your Goals That  
You Setup And If  
You Achieved  
Them**

**Bluntly put it, they tell you if you did your job or not.**

**So, what can you do to prepare for them?**

Firstly, start making a list with everything you accomplished. Add your assigned goals and everything extra that you did.

Then, start adding value to your results. Justify each of them by adding your drive to get you to complete them.

For instance, for a goal of having 100 clients in your portfolio, you add how you went above and beyond not only to find new clients. But also to keep the old ones. And nurturing relationships that improved the business in these three areas.

# What Is The Best Way To Assess Your Results?

The best way to assess your results is to think about:

- How much money the company gained by you doing your job?
- How much money you saved the company by you doing your job?
- Who else benefited by you being around? training, new starters, improving processes and procedures, automating things?

# Continued

- How else did you stand out? maybe you developed relationships outside your team and department? or even at industry level?
- How do you upskill? do you go to conferences, business gathering, being the company's brand ambassador?
- How did you help your manager? taking off tasks from their list



# Think about everything that you did

Take two to three days and keep adding stuff.

Even the tiniest thing, like informing your supervisor about a maintenance scheduled the same weekend when you were supposed to be in the office.

That information made the full office change their maintenance schedule because it had a big impact on your work. These things count.

I remember that my manager even encouraged me to add the list of books that I read in my spare time, that helped me at work. Management books, sales books, everything.

# Continued

All the outside business hours events, including the fact that you do go out with your team for drinks, to keep the vibe in check and help new starters feeling included.

Leadership actions? Definitely. Even if you are not in a leadership position.

The one time you organised something that helped the team, even putting some paintings on the wall, count.

# Continued

After two or three days of adding stuff in, go ask your peers.

Just by listing them on a sheet of paper you remember any collaboration that had a fruition for the company.

When someone from a different department called you to solve a tiny thing. Add it.

Then, don't feel bad of actually asking people about anything interesting that they noticed at you in the past year?

If there are people you trust, you can do a two-way street exercise: you both tell the other how they see your evolvment.

# Check If You Achieved Your Given Yearly Goals

This is what you're measured against: did you or did you not do what we discussed?

The good thing about this is that your goals settings is an estimation to what you could achieve in that year.

But there are many unknown factors that can affect them.

So keep this in mind, especially if your goals weren't reached.

# Continued

When you have the list of tasks you completed, look at your goals: have you reached them 100%?

- If yes, how did you do it? Anything that can help others learn from you?
- If not, why and what else you did ?

# Continued

For instance, if you weren't able to bring in new customers but you reduces the costs of something, then explain why there weren't more customers.

Here you add all your efforts to get clients, even if it didn't work.

And then you say what else you did.

And you can ask manager to guide you on how to reach more clients? (ideally you should have asked your manager every month or quarter).

# Note Any Other Improvements

Make sure you focus on getting your words right: for each achieved goal, say what helped you get there: because of my focus on client's satisfaction I was able to reach this.

The idea is for you to add words as 'my values' align with the company's values. I achieved this 'because of my approach', etc.

Where you didn't reach what you wanted, you add other extras that would fall in a similar category and that you asked for guidance or that you will.

# Find Some Good Things Others Did For You

- Your manager included you in key projects because he/she relies on your expertise on this
- Your colleagues were training by you because your results taught them some new insights, for instance how to protect the company from risk (or assessing risks)
- You were trained by X so that you can cover X when on holidays, OOO. (this means more responsibilities that you are able to fulfil).



# Did You Get Any Praises?

Highlight your praises: from clients, from colleagues, from your manager.

Even from people that work in other departments.

These count because when you look good, your manager also looks good.

# The Key Is To Prepare

Overall, the main thing to remember when it comes to performance reviews is that you prepare in advance.

So that you refresh your manager's memory on your achievements.

Or you can add the little things that at the end of the year make it look big enough.

Show your expertise and credibility that you gained, so that this year made you evolve.

Include others' success so that you are a team player, focused on the team's results, not only yours.

# Add Your Personal Brand Into Discussion

Make sure that your personal brand is reflected in your achievements.

Your values, your role within the company.

Also, any improvements in your network that added value to the team.

But most importantly, how you stood out with your results.

What did you do better than your colleagues, what value was brought to the team's results because of only you can do it.

How your expertise was showcased in the team's results?

# Continued

Also note that this is what remains on the paper from a year of hard work.

These reviews are usually four eyes checked, which means that your manager's manager (skip level manager) will also read or even have to add their insight.

This gives you exposure on the ladder. So make sure you know what you're doing and what you want to do next.

If you're confident enough, you can add your career aspirations here as a reflection of what you've achieved and where you are heading the next year.

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