# ***Phase 3: Year-End Performance Review, Employee Checklist***

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| **Action**  | **Questions / Needs / Concerns** |
| **Planning*** Talk to your manager about the Year-End review process. Ensure the process, required steps and deadlines are clear
* Share any questions or concerns with your manager
	+ Provide a list of co-workers who can provide accurate and insightful feedback on your performance (i.e., direct team members, colleagues you partnered with on a project, etc.)
	+ Finalize your summary of achievements and opportunities (i.e., achievement tracker)
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| **Assessment*** Reflect on your performance over the past year. Leverage your Mid-Year calibration notes as well as any accomplishment trackers or project plans
* Consider feedback from others
* Approach your Year-End review objectively, reviewing each goal and competency
* Complete self-assessment and enter rating for each goal and competency. Use specific examples to substantiate comments
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| **Calibration*** Be prepared to discuss your performance with your manager
* Focus on having a constructive conversation about successes and opportunities.
* Share your future career goals; define the support you need to be successful
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| **Next Steps*** Send signed performance evaluation to HR Partner to reflect conversation has occurred
* Follow up on next steps, as outlined by people manager
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