# ***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) |  |
| **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 |  |
| **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 |  |
| **Next Steps**   * Send signed performance evaluation to HR Partner to reflect conversation has occurred * Follow up on next steps, as outlined by people manager |  |