



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

Action	Questions / Needs / Concerns
<p><b>Planning</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Talk to your manager about the Year-End review process. Ensure the process, required steps and deadlines are clear</li><li><input type="checkbox"/> Share any questions or concerns with your manager</li><li><input type="checkbox"/> 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.)</li><li><input type="checkbox"/> Finalize your summary of achievements and opportunities (i.e., achievement tracker)</li></ul>	
<p><b>Assessment</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Reflect on your performance over the past year. Leverage your Mid-Year calibration notes as well as any accomplishment trackers or project plans</li><li><input type="checkbox"/> Consider feedback from others</li><li><input type="checkbox"/> Approach your Year-End review objectively, reviewing each goal and competency</li><li><input type="checkbox"/> Complete self-assessment and enter rating for each goal and competency. Use specific examples to substantiate comments</li></ul>	
<p><b>Calibration</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Be prepared to discuss your performance with your manager</li><li><input type="checkbox"/> Focus on having a constructive conversation about successes and opportunities.</li><li><input type="checkbox"/> Share your future career goals; define the support you need to be successful</li></ul>	
<p><b>Next Steps</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Send signed performance evaluation to HR Partner to reflect conversation has occurred</li><li><input type="checkbox"/> Follow up on next steps, as outlined by people manager</li></ul>	