Tips for Participating in your Performance Review

The performance review meeting is the opportunity to hold an honest and open dialogue about your performance throughout the year. You will present where you feel you excelled and your accomplishments, so your engagement and participation are crucial. Your manager will review each of your performance and goals and the rating that was given. Visit the Performance Management website for more information on the performance review process.

Preparing for the meeting

• Your performance review should be planned a few days in advance, so you and your supervisor can prepare.
• Think about specific development activities that could contribute to your overall performance.
• Come prepared to the meeting with your self-evaluation. If you did not complete the self-evaluation, review your goals prior to the meeting. Collect any notes and data on what you accomplished.

During the meeting

• Focus on your specific behaviors, strengths, contributions, accomplishments and areas of development.
• Be clear, concise and respectful. Model the STARS values.
• Ask your manager how you can improve based on previous performance and growth opportunities within the city.
• If you disagree with your manager about your rating(s), present objective measurements of your outcomes and construct respectful responses.
• If you have questions, make sure you ask them.
• Avoid discussing another employees’ performance.