

Quick Exercise: Preparation for Performance Reviews

This exercise helps you prepare effectively for performance reviews by focusing on key elements and ensuring a balanced assessment.

Instruction: Select a person in your team that you want to evaluate.

Step 1: Review of Past Objectives (5 minutes)

- **Question:** How well has this person met their objectives over the past review period?
 - **Task:** Identify one or two main objectives set for the appraisal period.
 - **Reflection:** Note specific actions and strategies the employee used to achieve these goals. Highlight any obstacles they overcame.

Step 2: Key Achievements (5 minutes)

- **Question:** What significant contributions has this person made in the last six months or a year that stood out to you?
 - **Task:** List one or two major accomplishments of the employee.
 - **Reflection:** Consider their natural strengths and how their contributions benefited the team. Provide specific examples where they excelled.

Step 3: Areas for Improvement (5 minutes)

- **Question:** In what areas do you believe this person could further develop?
 - **Task:** Identify one skill or trait where the employee could improve.
 - **Reflection:** Think about how you can support their growth. Focus on actionable steps and new challenges to stimulate further development.