

Performance Meeting

When we honestly and retrospectively evaluate our performance, it maximizes the opportunities to grow and accomplish our goals. Use this time to consider both successes and challenges of the last year. For either scenario, most notably, what did you learn? What will you do differently next year?

Where do you want to be in 3 or 5 years?

Performance reviews are a checkpoint across an employee's broader career goals. So, what are your goals, and are you on track?

Destination

Assess your progress

What examples over the last 12 months map to those goals?

Consider answering this section in STAR- bulleted list (Situation, Task, Action, and Result) format, so it's easier to share with external audiences. Feel free to include additional examples as relevant.

One Accomplishment

- **Situation.**
- **Task.**
- **Action.**
- **Result.**

Area of Improvement and What did you Learn

- **Situation.**
- **Task.**
- **Action.**
- **Result.**

Successes and challenges with communication

A critical distinction between junior, senior, and lead engineers comes in their ability to communicate with broader audiences. What went well, could have gone better, and any learnings along the way?

Mentoring and Culture

Anyone can be a leader by raising the bar and helping their peers to grow. What opportunities did you take or miss?

What are the most significant take-aways for the year?

If you had a time machine and could go back, is there anything that you would more/less/or just differently?

How would you rate your year?

Now, after considering all the challenges and successes of the past year, did you learn and grow? Do you feel like you are on track for the next step in your career? Why or why not?