

Performance Conversations

Begin | Mid | End

Year Review

& Ongoing Feedback

Employees Guide

Overview of Begin | Mid | End Year – Review | Ongoing Feedback

	When	What	Actions from the employee	Actions from the manager
Begin Year Review	Jan	Define objective What & How according to the business needs	Define the first draft of your priorities for this year	Overview your employee's suggestion for the priorities and align them with the team's function's priorities. Co define SMART objectives.
Mid Year Review	June-July	Mid-year check-in on year-to-date progress, adjustment of the priorities (if needed)	Provide an update on your accomplishment's vs your priorities (Focus on the What & How)	Review progress against objectives set in the beginning of the year. Define next steps accordingly
		Focus on employee's development plan (Define / Review)	Define / reconfirm your development aspirations. Define / share your progress on your development plan	Co review the employees progress on the development plan
Year End Review	Nov - Dec	Performance Review on the employee's performance on How & What 2 meetings are taking place: 1 st meeting: Feedback session 2 nd meeting: Communication of decisions on Performance & Merit	<u>1st meeting</u> : Prior to the meeting, Employee fills self – assessment in bob and discusses with the manager. Employee defines together with the manager the objectives for the following year *It's optional to set objectives for the coming year in this meeting.	<u>1st meeting</u> : Before the meeting, review the employee's self assessment on the performance. During the meeting, discuss and give feedback . Don't communicate rating
	Feb-Mar		<u>2nd meeting</u> The purpose of the meeting is to communicate managers decision after feedback meeting, calibration & final approval. Therefor, the employee's responsibility lays mainly in the 1 st meeting	<u>2nd meeting</u> Communicate decision of Performance & Merit
Ongoing Feedback	Ongoing	Provide ongoing feedback on the performance on day-to-day actions	Proactively ask for feedback from you manager, your peers and relevant stakeholders.	Provide ongoing feedback and make sure to follow the “7 golden rules”

How to Prepare for the Year End Review?

This conversation is meant to reflect your progress and achievements on both the objectives and behavioral competencies, your preparation for the conversation can increase the probability for a meaningful conversation both for you and for the manager.

Below you can find tips for an optimal preparation:

Throughout the year:



- **Ask proactively to receive** feedback from your managers and your peers | interfaces
- **Update your objectives** as required (What is completed? Are you clear in your role in this task?)
- **Document your work**- Keep record of your activities, accomplishments, successes and challenges. It will help you capture details while they are fresh in your mind.
- **Take ownership** on your development
- **Revisit the notes** from your last performance conversation- How do they reflect in your current work?

In proximity to the performance conversation:



- **Gather information:** As mentioned above
- **Fill the self evaluation template in bob:** The evaluation process begins with you! (Relevant to Year End Review)
- **Define a set of questions:** you wish to ask in the conversation.
- **Prepare an open mind:** Often we come to the meeting in a defensive mode. Make the most of the opportunity your performance appraisal offers to make your contributions known and to get meaningful feedback and direction that will help you grow.