



Action Box 2



Assess Past Performance Reviews

List the attributes or work environments of your best and worst performance reviews, interviews or other situations where someone evaluated your performance.

Best Performance Review

Example: I was prepared; My manager complimented me; I received the highest rating

Worst Performance Review

Example: I was not given time to prepare; I did not receive any direction or feedback; I received a low rating

Last Year's Performance Review

Example: Felt my manager didn't understand what I do every day; Received nice bonus; Had good discussion about career options with company

Exceeds
Expectations

Take Control Of Your Performance Review



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