



Action Box 3

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Explore Your Performance Review Process: HOW

How are yearly goals judged by your manager? *Example: Don't seem to be that important*

How are competencies handled? *Example: Each job description has a list of required competencies*

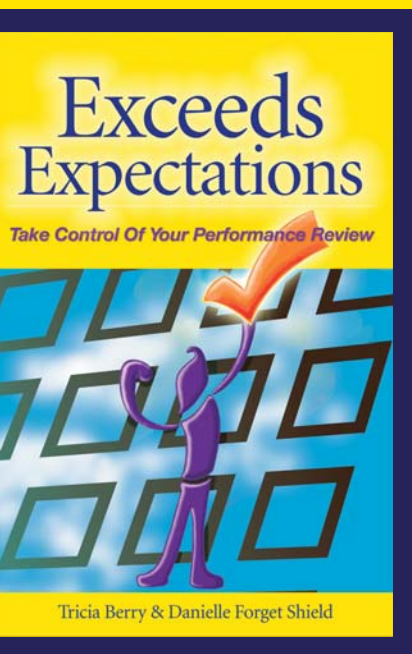
How does your manager view the process? *Example: Manager seems to enjoy performance review process and providing feedback, especially negative feedback*

How can I make the review process easy for my manager? *Example: Provide my completed form with backup data*

How are questions asked appropriately in my organization's culture? *Example: Direct and clear questions get best results*

How do I highlight my accomplishments without threatening others? *Example: Present facts*

How can I integrate feedback I've received throughout the year in this process? *Example: Note how I have integrated previous feedback into comments section of review form*



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