



**ACE YOUR
PERFORMANCE
REVIEW:**

2022

STYLE

Performance reviews coming up? Is anticipation throwing you back to end-of-term report card jitters?

A little planning and preparation can help you feel a little more in control. The good news? At least you don't have to get your parents to sign your review!

In this guide, you'll find all the tips you need to ace your performance review in 2022:

- 🕒 Performance Review 101 – what's new in 2022
- 🕒 Why performance reviews are important
- 🕒 Preparation and performance tips
- 🕒 How to write a self-assessment
- 🕒 Handling a negative review with grace
- 🕒 Creating a “long-term plan” to ace next year's review
- 🕒 What to do if there is no review
- 🕒 How a staffing firm can help



Performance Reviews Have Recently Changed

If you've been in the working world for a few years, you may have noticed changes in the way reviews are approached.

Why Have Reviews Changed?

- 🕒 The pandemic accelerated the rise of remote and hybrid jobs. Managers may need to be more creative to stay engaged with employee performance.
- 🕒 Talent shortages mean employers are more invested in retention. Smart managers pay closer attention to the needs of their team members and work to develop them internally.
- 🕒 Employers have realized waiting an entire year to provide feedback is not the wisest course and are looking for ways to ensure optimal performance in real time.

What's New For 2022 And Beyond?

- 🕒 More employers are incorporating self-assessment into the process.
- 🕒 Reviews have become more conversational. Numbered ratings are less helpful than dialogue.
- 🕒 Annual reviews are being replaced by ongoing feedback. Why wait to correct or praise an employee when regular interaction can provide immediate results?



Overview: What Are Performance Reviews For, Anyway?

It's in the name, right? It's your manager's review of your on-the-job performance. But you can get more out of your review if you make the time to prepare.

Your manager has a goal as to what they want to accomplish in the meeting, but what are your goals?

Performance Reviews Are Your Opportunity To:

- 🕒 Ensure sure you and your employer are “on the same page” regarding your performance and goals.
- 🕒 Speak up about any achievements your manager may not have noted.
- 🕒 Discover where you're doing well.
- 🕒 Find out what skills you can add or improve.
- 🕒 Learn how you can set the stage for long-term career growth.







Reviews are often when employers discuss raises or promotions. If you leave the interview with neither, you can use this time to find out what you need to do to be considered for one.



Preparing for Your Performance Review

The number-one cause for skyrocketing stress in a performance review? Fear of the unknown.

Like other aspects of your career, if you want to do well in a performance review, it pays to take the initiative. Here's how:

-  **Know what you're being evaluated on.** Review the evaluation form and any goals set for you last year. Are you meeting your metrics?
-  **Find out what matters to your boss.** What does your boss consider “outstanding” performance? Find out – especially if you're seeking a raise or promotion.
-  **Summarize your best work.** Jot down specific, measurable accomplishments you've reached this year. Keep these notes handy during the performance review.
-  **Note what you want to discuss.** Bring examples to back up your statements. Practice your delivery if you are nervous.
-  **Create a “wish list.”** What do you want to achieve next year? Take this list to the performance review and ask your boss how you can achieve your goals.
-  **Write a self-assessment.** Your manager may require you to take this step, but even if they don't, it can be a valuable part of your review.



How to Write a Self-Assessment

It's never too early to start. Look through your notes, files, portfolio, or anyplace you may keep records of what you accomplished throughout the year.

What went well? Don't be shy; if you don't talk yourself up, who will? Boost your confidence and reinforce your case with data and examples.

What did not go great? Be sure to include how you resolved it and what you did to ensure it doesn't happen again.

Include the following::

- 🕒 Positive feedback from customers, coworkers or managers.
- 🕒 Accomplishments, metrics and goals achieved.
- 🕒 Strengths and weaknesses.
- 🕒 Goals for the coming year.






Discuss what needs improvement, how you intend to make those improvements, and steps you wish to take going forward.



What to Say in Your Review

Like a job interview, a performance review should be a dialogue, not a lecture. You're a member of a team, and this is your chance to sound like one.

What does your boss want to know? Try these topics:

-  **What you love – or don't – about your work.** People perform their best when doing the work they love. When your boss knows what you want to do, they can help align your passions with team and organizational goals.
-  **How you want to grow.** Your career develops all the time – but in what direction? This is a great time to talk about next year's "wish list."
-  **How your growth and the company's success fit together.** You want to shine, sure – but so does your employer. Demonstrate a team attitude by exploring how you can grow within and for the company.
-  **What would work better.** You're on the front lines, with a first-hand perspective on what works and what doesn't. If a specific change would improve your work, mention it!
-  **Remote or hybrid work.** If you are already working from home, share your thoughts on how it's going. If you'd like to try remote work, present your case.








DON'T FORGET!

- Talk about your achievements.
- Discuss ways to improve performance.
- Mention skills you've developed.
- Ask about company initiatives.
- Discuss future expectations (yours and theirs).
- Frame it as feedback, not criticism.

What to Do if Your Review Is Less Than Ideal

It's normal to be surprised or even angry at a negative review. But you can't improve unless you know what to fix.

Here's how to handle negative feedback professionally and productively:

-  **Ask for clarification.** This is essential if the manager's feedback is vague or general.
-  **Take time to process.** Avoid reacting in the moment. Wait a day or two before responding.
-  **Develop an action plan.** Create specific goals that demonstrate a commitment to improvement.
-  **Schedule a meeting.** Talk to your manager about your plans to improve and request input.
-  **Plan for follow-up.** Schedule regular check-ins to discuss status and progress.








A good manager wants you to succeed and will be happy to work with you to improve – especially if you are taking initiative.



How to Prepare for Next Year's Review

When the review is over, you may be so relieved that you don't even want to think about it again. Big mistake. The best time to plan for next year's review is while this year's is fresh in your mind. Note your impressions, any surprises, inspiration or ideas. Visualize how you'd like to feel this time next year.

Add these items to your to-do list:

-  **Set up regular check-ins.** It's much better to course-correct throughout the year than find out you completely missed the target a year from now.
-  **Start a file.** Put your evaluation and notes from this year's review in the file. Create a file on your computer desktop to make it easy and keep it top of mind.
-  **Keep track of your work.** Keep copies of written compliments, commendations, and awards. Use them to "build your case" for a positive performance review next year.
-  **Set a deadline.** Every other Friday, review the file. When you accomplish something that applies to your performance goals, note it in the file.
-  **Build a portfolio.** Add work like design specs or reports to the file.
-  **Find a mentor.** Ask a coworker or veteran employee to help you hone your strengths and improve on your weaknesses.
-  **Be explicit and detailed.** Data or other quantitative measures are essential to back up your self-assessment of your performance. It's especially important if you work from home and your manager is less involved in your day-to-day.



What if There Is No Review?

If your employer doesn't do performance reviews, you still want to know you're on the right track. Ask your manager for a one-on-one meeting to discuss your career progress. Come prepared with goals for the meeting, plan what questions you would like answered and examples of accomplishments to share.

Provide an outline of what you'd like to discuss in advance so your manager can prepare and the meeting can be more productive. If you want to ask for a raise or promotion, be ready to state your case with data on competitive compensation, evidence of your accomplishments, and a clear ideal endpoint in mind.

Here's What to Discuss With Your Manager:

- 🕒 How you're doing and where you need to improve.
- 🕒 How you can better support the team.
- 🕒 What your options are for career development.
- 🕒 Projects or teams you'd like to be a part of.
- 🕒 Any skills you don't currently use on the job but would like to.
- 🕒 Any blind spots they may have observed.
- 🕒 Company objectives and how you can contribute to achieving them.
- 🕒 What steps do you need to take to be considered for a promotion.

As nerve-wracking as performance reviews can be, feedback is essential for improvement. Regular check-ins can help keep you on track toward meeting your professional goals and being a valuable part of the company.



Maybe It's Time for Something New!

If you're not getting actionable feedback, don't feel your efforts are appreciated, or are hitting a career advancement wall, a staffing partner can help you make your next career move.

Job satisfaction is about more than matching a list of skills to a list of requirements; it's about finding the right fit. Talk to your staffing recruiter about what your ideal job would look like, and they can help you make your match.

What's Most Important to You?

Do you want to work for a company where you'll be on a management track? One that aligns with your values? Do you want a career you can completely immerse yourself in or a job you can leave behind at the end of the day?

Speak Openly With Your Recruiter

They know the local employers and can help you find the right opportunity – temporary jobs to try several options, or a direct hire position where you can advance your career. They can help you polish your resume, prepare for interviews and give you insight into what specific companies are really like.

If you're ready to make a move (or just want to learn more) contact a staffing professional today!

