

PREPARING FOR YOUR YEAR END REVIEW



Your year end review isn't just an opportunity to hear what your manager thinks of your performance over the last 12 months.

It's your chance to share and celebrate the things that have been important to you. It's a moment to reflect on what's gone well and consider where there may be opportunities. It's a chance to seek other perspectives and ask for feedback. It's a time to think about your longer term career goals and what your next steps might be.

I've designed this template to help you prepare for your year end review so you can get the most out of it and feel empowered as you go into it. It's broken down into 3 simple steps - reflection, feedback and looking ahead.

Allow yourself uninterrupted time to work through these questions a few weeks ahead of your review - this way you can keep coming back to it if you think of anything else. As well as reflecting on any formal goals that you had, it can be helpful to check back in your diary as a reminder of what else you've been involved in throughout the year.

Don't be afraid to let your manager know you're doing this preparation, it shows you care and value the process!

A little tip as you move into next year - try capturing your reflections and learning, as well as collecting feedback, along the way - it will make life easier and enable you to adjust as you go!

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REFLECTION

Taking some time to reflect on the previous 12 months, consider the following questions (take this a step further by asking 'why?'):

1. What were my key achievements this year? (Why?)
2. What were my biggest challenges? (Why?)
3. What has been my biggest learning? (Why?)
4. Where have I focused my time? (Why?)
5. What were the missed opportunities? (Why?)
6. What am I most proud of? (Why?)

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FEEDBACK

Whilst it can be daunting to ask for feedback, it shows that you are the type of person who wants to learn and grow.

A couple of pieces of rich, constructive feedback are better than lots of generic words. Think carefully about who can give you this and tailor your requests accordingly. Don't shy away from seeking feedback from somebody you have a challenging relationship with, or where something hasn't gone as well as you'd like - this is a great opportunity to learn and gain perspective.

When asking for feedback, be sure to allow sufficient time for the person to respond ahead of your year-end review. Most people want to be helpful and therefore will appreciate time to consider what they want to say in a constructive and meaningful way.

1. Who are my key stakeholders, leaders, peers or direct reports that I interact with on a day to day basis?
2. Who have I worked with on specific projects?
3. What specifically can this person / these people give me feedback on?

A few example questions you could ask:

- What did I specifically do that contributed to the success of the project?
- What could I have done differently that would have made things even better?
- What would you like to see me do more of / less of?
- Where do you see particular areas of strength for me?
- How can I best support you and your team next year?

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LOOKING AHEAD

Your year end review is an ideal time to think about the coming year as well as your longer term career goals. Not everyone has a 5-year plan but even just asking yourself whether you want to be doing the same thing you are now, can be helpful.

1. How do I want to feel this time next year?
2. What would I like to do more of next year?
3. What would I like to do less of?
4. What learnings from this year will I take forward?
5. What one thing am I willing to commit to doing next year to get me one step closer to my longer term career goals?
6. What can I do now, with the remainder of this year, to set myself up for success in the year ahead?

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Now you can use this to think about what you'd like to share with your manager during your review. Highlight those things you want to include as part of your discussion, for example:

1. What are you doing really well that you want them to know about?
2. Where might you need support or additional resources?
3. Where can you demonstrate learning and growth?
4. What particular feedback do you want to draw their attention to?
5. What are your longer term goals and how can your manager support you with these as you move into the year ahead?