Often times the performance review causes worry and anxiety for both managers and employees. It can wrongly be seen as a punitive process, rather than supportive. The performance review is simply a culmination of conversations and feedback offered throughout the year. There should be no surprises for either the employee or the supervisor during the review.

Here are some tips to help you get – and offer – the most out of a review:

**Prepare yourself for the conversation:**

- Quietly reflect on the past year – What was accomplished? What might be an area of development or growth for next year? What do you need from one another?
- Approach the conversation with positive thoughts and curiosity.
- Review the university values and expected behaviors.

**The review conversation:**

- Be candid and honest.
- Be non-judgmental.
- Focus on the future, not the past.
- Provide an environment where the manager and the employee both are fully engaged in the conversation.
- Be prepared to ask each other open-ended questions that will help you understand one another’s thinking and perspective.
- Identify strengths and areas of growth and development.
- Listen, reflect your understanding and ask clarifying questions if needed.
- Share personal and professional goals.

**After the conversation:**

- Reflect on the feedback received and determine how to apply it.
- Continue to ask clarifying questions so you are both on the same page.
- Commit to providing one another regular coaching and feedback.
- Schedule time to have a planning conversation where goals and objectives are set for the next year.