



# EMPLOYEE END OF YEAR PERFORMANCE REVIEW GUIDE

**PURPOSE:** Use this tool to plan for, prepare, and discuss performance at the end of the year.

## PLAN AND PREPARE

1. Review your established goals for the performance year
2. Assess progress on each goal and document examples, feedback, and/or input from co-workers, clients, and colleagues
3. Consider what has helped you achieve goals and what things might be getting in the way
4. Be prepared to discuss progress towards goals, input from colleagues, what is helping/getting in the way of achieving goals, and what kinds of professional development interests to you
5. Document progress made against each goal in UR Talent Web.

## MEET WITH SUPERVISOR

1. Have a copy of the performance review
2. Be prepared to discuss each goal
  - a. What went well this year? What progress did you make on each goal?  
What helped to achieve the goals? What, if anything, got in the way?
3. Discuss professional development interests and needs

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## PREPARE

- In UR Talent Web, review each goal, comment on accomplishments and areas of focus
- Gather any documentation on progress (i.e. emails, metrics, data, feedback, project documents, etc.)

## DISCUSS

- Include in the conversation
  - What accomplishments are you most proud of this year?
  - What has helped you accomplish the goals?
  - What, if anything got in your way of accomplishing the goals?
- Review each goal and share your feedback
  - Be direct, specific, and concise
  - Share your input on what went well and what areas need coaching and support
- Discuss professional development
  - Based on your career goals, the work you're currently doing, and projects you need to get done, what kinds of professional development are you interested in?
  - What courses and programs are available through HR, Executive Education, and SPCS that might apply to your interests?
- Share your thoughts about goals and expectations for the upcoming performance year

## COMPLETE THE PROCESS

- Go into UR Talent Web to review your supervisor's comments, overall rating assigned, and include your own comments on performance. Sign and submit in UR Talent Web to complete the system process.

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