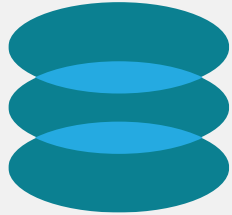


PERFORMANCE REVIEW GUIDE

How To Make Your Performance Conversations Meaningful

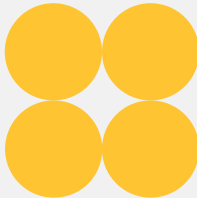
COME PREPARED💡	BE OPEN AND HONEST👤	OWN YOUR GROWTH🌱	CLARIFY EXPECTATIONS✅	BE SOLUTION-ORIENTED🚀
<ul style="list-style-type: none">• Reflect on your work done during the performance period, highlight key achievements and lessons learnt.• Provide specific examples of your contributions and prepare questions for your manager.	<ul style="list-style-type: none">• Share your successes but also be transparent about areas where you need support and improvement.• Be willing to hear constructive feedback, remember this is an opportunity to grow.	<ul style="list-style-type: none">• Identify the skills you want to develop and opportunities or projects that will help you grow.• Take the time to define where you want your career to go.	<ul style="list-style-type: none">• Make sure you're aligned on goals, expectations, and success indicators for your role.• Ask questions if anything feels unclear.	<ul style="list-style-type: none">• Ask your manager for advice on how to overcome obstacles and continue developing.• Begin considering how you can apply the feedback from this review to make your performance in the upcoming year successful.

Understanding Performance Ratings



Low Performance

Frequently missed expectations, struggle to meet goals and require focused support and guidance to better understand your role and responsibilities.



Needs Improvement

You are making progress but are inconsistent in meeting expectations. You need more guidance and should seek feedback to develop stronger work habits.



Solid Performance

You are meeting expectations, consistently delivering quality work, and contributing as a reliable team member.



High Performance

You regularly exceed expectations and deliver superior results. You take initiative and contribute positively beyond your role.



Exceptional Performance

You consistently set the standard for excellence, deliver outstanding results, and are seen as a leader and mentor within the team.