

Great Reminders
Performance Review
Conversation Template



Great Reminders Performance Review Conversation Template Instructions

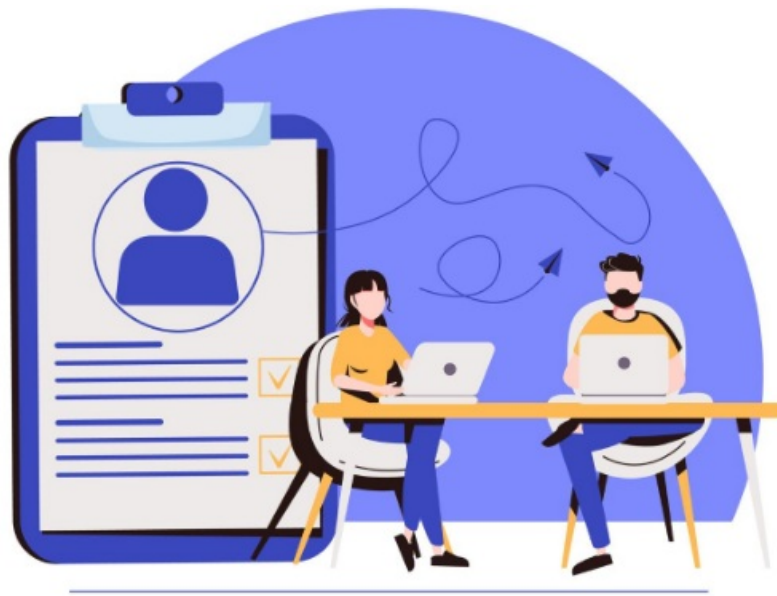
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Great Reminders

Great Reminders Performance Review Conversation Template



Product Information

- The Performance Review Guide is designed to help users navigate through the process of performance reviews with a structured approach.

Specifications

- **Product Name:** Performance Review Guide
- **Features:** Structured approach with 20 questions
- **Purpose:** Assist users in preparing for performance reviews

Product Usage Instructions

Step 1: Familiarize Yourself

- Read through the Performance Review Guide to understand its purpose and structure.

Step 2: Reflect on the Questions

- Take time to reflect on the 20 questions provided in the guide and jot down your thoughts and responses.

Step 3: Prepare Your Responses

- Formulate thoughtful and constructive responses to each question, focusing on your achievements, challenges, and goals.

Step 4: Seek Feedback

- If possible, share your prepared responses with a mentor or colleague to gather feedback and insights.

Step 5: Implement Learnings

- Use the insights gained from the guide to enhance your performance and growth opportunities.

FAQ

- **Q:** How often should I refer to the Performance Review Guide?
- **A:** It is recommended to refer to the guide at least a week before your performance review to allow ample time for reflection and preparation.
- **Q:** Can I customize the questions in the guide?
- **A:** While the questions provided offer a structured approach, feel free to tailor them to better suit your specific needs and goals.

Introduction

- Performance reviews are a key opportunity for reflection, dialogue, and growth.
- By preparing thoughtfully, you can turn this process into a constructive and empowering experience.
- Here's a structured approach with 20 questions to prepare for your review:

Start with a Personal Touch

- How are you?
- How have you been feeling personally over the past year?
- How would you describe your work-life balance, and are there any adjustments you'd like to make?

Reflecting on the Past Year

- What has been the most satisfying aspect of your work this year?
- What challenges have you faced, and how have you managed them?
- Which tasks or projects have energized you the most?
- Which aspects of your role have been less energizing or more draining?

Evaluating Achievements

- What achievements are you most proud of this year?
- How did these accomplishments contribute to our team's or company's goals?

Assessing Current Role and Team Dynamics

- Do you love your current role?
- Are there any aspects of your job that you believe need improvement or adjustment?
- How do you feel about your relationships with colleagues, and how do you feel being part of the team?
- Are there any changes or improvements you'd like to see in team dynamics or collaboration?


Planning for the Future

- What are your primary work goals for the coming year?
- What steps will you take to achieve these goals?
- What potential roadblocks might you encounter, and how can we address them?
- What skills do you have to develop?
- What resources or support will you need to achieve your development goals?

Feedback and Communication

- Give personal feedback.
- Ask for feedback to better work together.

Documents / Resources

	<p>Great Reminders Performance Review Conversation Template [pdf] Instructions Performance Review Conversation Template, Review Conversation Template, Conversation Te mplate, Template</p>
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References

- [User Manual](#)

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