



## Show You Care: Prepare for a Great Annual Review Conversation

There are so many benefits of performance management beyond merit, including deeper levels of employee satisfaction, engagement, and motivation. Taking time to prepare for your conversation shows that you care and increases the meaningfulness and value of your time together.

Here's some things you can do to take an active role:

**Managers:** Overall performance is a combination of *what* we achieve and *how* we get there. Provide feedback with examples that show care for the *whole person* to increase employee engagement and motivation. Model behaviors that show a genuine desire to celebrate accomplishments and identify opportunities for improvement and innovation.

**Staff:** Feedback is simply information that helps you create an accurate picture. Begin with a little self-reflection (what are you most proud of; when were you particularly energized or feeling challenged?). Seek feedback from those who have had an opportunity to work closely with you (how did you make a difference?). Capture these examples to build confidence and advocate for your accomplishments.

**Both:** Assume positive intent. Ask questions. Be fully present in the conversation. Make it part of your goal to learn something about the other person. Remove distractions and listen actively. Ensure an interactive and purposeful dialogue by focusing on the needs of those you serve, ways to use your unique strengths and sharing ideas for doing things better in the future.

## Accelerate eLearning Library Resources...

- Get started on your self-rating in Cornerstone with this step-by-step [job aid](#)
- Get some additional inspiration with this [short article](#) from Gallup
- Take the eCourse [Using Performance Appraisals to Advance Your Career](#)
- Contact your [HR Consultant](#) for support

