

Performance Review Preparation Checklist

Performance review preparation is about showcasing your accomplishments and growth. It is a key aspect of professional development and ultimately paves the way for career advancement and success. Use the checklist below to ensure you are ready to navigate a performance review with confidence and purpose.

- REVIEW YOUR ROLE AND RESPONSIBILITIES
- GATHER YOUR ACCOMPLISHMENTS
- REFLECT ON CHALLENGES
- CONDUCT A SELF-ASSESSMENT
- EVALUATE GOALS AND PROGRESS
- SEEK FEEDBACK FROM PEERS AND LEADERSHIP
- OUTLINE PROFESSIONAL DEVELOPMENT PLAN
- DOCUMENT EXAMPLES OF IMPACT
- PREPARE FOR CONSTRUCTIVE CRITICISM
- ALIGN WITH COMPANY VALUES
- FOLLOW UP WITH THANK YOU NOTE