



# 3 Minute Mentor

Episode 35 Show Notes

# Episode 35: Giving an annual review – Part 1

Even if you don't have to, it's something worth doing.

## 1. Before the review

- Think about how you prepare and do the same
- Look at the team members' objectives and what they have and have not achieved
- Score them on how they have missed, met or achieved their objectives
- Write down the logic for the decision and keep those notes
- Then put down three or more things they do well and three or more things they could do better
- Finally, think through the questions they might ask and how you would answer:
  - How could I have done better? What do I need to get promoted? When will I get a raise?

## 2. During the review

- Start by asking them how they feel the year went
  - this will help you judge the rest of the conversation from your side.
- If you have to give the employee a rating or score, don't wait till the end of the meeting
  - Telling them early in the conversation gives the rest of meeting context.
- Sometimes you can't give them the final rating but they must know how you see their work
- Next, walk through their objectives and ask them to talk to them.
  - Don't give your view until they have given theirs.
- Allow them to ask questions all the way through but if they don't, prompt them to at this point.
- After Q&A then start to summarize with their good points and their learning opportunities.
- All along the way, make notes of the points they make

**Bottom Line:** All who give reviews also get them – think about how you would want to be treated and extend the same courtesy to your people.

