

## **EMPLOYEE YEAR END TO-DO LIST**

### **Year end review process overview**

Step 1: Meet with your manager to have your year-end review conversation.

Step 2: Use this time to reflect on the progress you have made over the past year. Be sure to celebrate success, as well as identify areas for improvement. Use data & specific examples to back up your comments.

Step 3: Sign off on your performance & development reports, submit & seek approval from your manager to complete the TOP performance management process.

### **Year end review discussion agenda template**

Set a positive tone for the discussion. **Be on time. Come prepared. Read your review ahead of time.** Be confident. **Own your development.** Be open to feedback. Ensure the discussion is two-way.

Review your expectations: results, job responsibilities / duties, goals, & required behaviours / competencies.

What progress did you make?

Did you achieve each goal?

Highlight your successes & be honest about the challenges you faced. Share concrete examples for each.

Discuss your development plan progress.

If you were unable accomplish as planned, what got in the way that could be removed next year?

If you did make progress, how has it helped your achievements in your role?

Be sure to speak up about additional ways you made positive contributions this past year, especially outside of the items listed in your performance plan.

Summarise the conversation & express appreciation for your manager's support.