

MANAGER YEAR END REVIEW TO-DO LIST

Year end process overview

Step 1: Communicate expectations for scheduling your year end reviews with your employees, giving them notice of deadlines.

Step 2: Meet with each of your employees to have the year end review conversation.

Step 3: Make necessary edits to finalise the employee's review. Once the employee has acknowledged his / her review, you need to sign off & approve to complete the TOP performance review process.

Year end discussion agenda template

Set a positive tone for the discussion. **Calendar the discussion ahead of time. Be on time. Come out from behind your desk. Turn off your computer & phone.** Eliminate distractions & interruptions. Ensure the discussion is two-way. Recap organisational goals & vision, this will help build connection between your employee's accomplishments & the success of the SME.

Review your employee's expectations: results, job responsibilities/duties, goals, & required behaviours / competencies. Ensure you have examples for each, recognise the hard work that has gone into the goal achievement. Be prepared for disagreements about the success & challenges so that you can manage them with respect.

Review your employee's development plan, what progress was made this year & what impact have you seen as a result of their growth? Continue to focus on supporting the employee's growth & highlight the opportunities available.

Share the overall rating you have given to the employee.

Summarise the conversation & express support for your employee's success this year.