

Transform your mid-year reviews into a catalyst for your outperformance

Mid-year review should be the time for employees and managers to reflect on what has been accomplished so far and what needs to be done. But often, it is either a painful exercise or a tick in the box. Combining elements of both goal-setting and feedback, we suggest these principles and process for mid-year reviews, which will help you not only help you identify goals and review priorities, but also clarify your future expectations.

Principles

Development Focus
Ownership of Goals
Outperformance Intent
Reflective Conversation
Simplicity of Process



Process to Follow



- Take ownership and ask your manager when the process starts.
- Revisit your goals that were agreed upon for the year.
- List your accomplishments, roadblocks and further support required.
 - Consolidate data to support your performance.
 - Objectively identify situations where you out-performed or fell short.
- Seek inputs from key stakeholders, internal as well as external.
- Express interest and seek feedback. Start with your self-assessment.
- Share accomplishments as well as causes and solutions to issues.
- Ask for input on your goals and discuss further resources required
- Summarise success, issues, solutions and commitments.
- Reflect on what else you can do to enhance your performance.
- Keep track of what you need to do for future resources or support.
- Take initiative to schedule follow up calls or discussions.