

Turn the painful mid-year review to a tool that leads your team to out-performance.

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 do justice to these conversations in future.

Principles

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



Process to Follow

Plan

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- Take one to two weeks' notice to schedule.
- Ask to think about successes, roadblocks and support required.
- Revisit goals that were agreed upon.

Prepare

- Review performance goals, comparing it with results.
- Identify critical incidents that stood out as outstanding or inadequate.
- Seek inputs from stakeholders for holistic perspective.



- **Participate**

**Progress** 

- Ask for verbal self-assessment. Share your insights with data.
- Reinforce successes and discuss causes and solutions to issues.
- Agree on changes required to goals or resources.
- Summarise success, issues, solutions and commitments.
- Reflect on what else you could do to support your team member.
- Follow up on agreements on support and committed resources.
- Schedule follow up calls or discussions to stay on track.