**PREPARE**
- Confirm date and time of your review with your supervisor
- Reflect on your performance in the past year
- Write a balanced self-assessment that summarizes accomplishments, strengths and areas for improvement
- Make a list of the key topics and questions you want to raise during the discussion
- Be prepared to share specific examples, ideas and recommendations
- Write your self-assessment in the review form and submit it before the deadline

**CONSIDER**
- Think about your career goals, important priorities for the coming year and the professional development opportunities that can help you achieve your goals
- Identify any feedback you want to share with your supervisor about how the two of you work together. Be sure to identify suggestions you can share to improve the relationship

**COMMUNICATE**
- Communicate with your supervisor before the discussion if you have any questions, concerns, or recommendations

**DURING**

**KNOW WHAT TO EXPECT**
- Keep your notes in front of you to ensure you cover the items important to you
- Be open to learning and understanding the feedback you receive
- Take notes to track key actions and ensure you understand expectations

**CLARIFY**
- Actively listen and ask questions throughout to make sure you understand
- Share your views and use specific examples to make your points
- Raise a red flag if you have concerns or disagree
- Be honest and communicate your issues, be willing to work through any difficult issues, and maintain a positive focus
- Share feedback and suggestions for how you and your supervisor can improve your working relationship

**FOCUS ON THE FUTURE**
- Make sure you discuss goals for the coming year and prioritize areas of focus while referencing the Goal Agreement
- Provide your supervisor information about your career goals and explore ideas that will help you progress
- At the end of the meeting, schedule a performance checkpoint with your supervisor to revisit goals, priorities and progress

**AFTER**

**REVIEW**
- Review your notes to make sure you understand what is expected of you
- If you have any questions or concerns follow-up with your supervisor

**SEEK REGULAR FEEDBACK**
- Initiate regular (e.g., quarterly) checkpoints with your supervisor to revisit goals, priorities and progress. It’s in your best interest to be proactive
- Continue the conversation – if new challenges or obstacles are interfering with achieving your goals, share those challenges with your supervisor
- Reflect regularly on your performance and progress. Seek input from others such as co-workers and customers

**STAY ON TRACK**
- Take control of your career by regularly reviewing what is important to you
- Keep asking yourself if you are taking actions that will improve your performance and help you learn and develop