



## Performance Management End of Year Review

### Employee Process Overview

**Want to make the most of your End of Year Review? Start here!**

From **May 1 – June 30**, our Performance Management system opens for End of Year Review. This piece of our performance cycle is an opportunity for employees and managers to celebrate accomplishments, discuss strengths, and identify areas of further development in relation to position-specific responsibilities, overall performance, and career aspirations.

### Preparing for the process

1. Review the goals you entered in the Performance Management system during the Mid-Year Review phase, including your Progress Notes.
2. Create a new **Progress Note** to summarize progress towards your goals. If there were any barriers to success, major accomplishments, or if goals changed, be sure to include that in your summary.
3. Discuss with your manager when to expect your review; ongoing alignment between you and your manager will be critical to your success.

### Preparing for the conversation

Once your manager has scheduled your End of Year Review, take time to reflect on the below questions. Use these insights to shape your conversation.

- What were your key objectives? To which extent did you achieve them (*Base/Median/High*)?
- What was your proudest achievement this fiscal year?
- Have there been any barriers to achieving your goals? Any unexpected wins?
- How did the goals set for this year help you in achieving your development objectives?

Remember, setting clear SMART goals during Initial Goal Setting ensures that there are no surprises by the time End of Year Review takes place. However, be sure to arrive to the conversation with an open mind. You and your manager are on the same team – your success is theirs as well, and it is important to work together on best defining your annual goals!

### Finalization

After your End of Year Review conversation, complete the End of Year Review Confirmation and **Submit for Approval** when complete.

Want to learn more about the system? [Click here for the End of Year Review System Guide for Employees.](#)

**For more resources and tutorials, visit the OneRED website.**