

HOW TO PREPARE FOR SUPERVISORY CONVERSATIONS

INFORMATION FOR STAFF

PREPARING FOR AN ANNUAL PERFORMANCE REVIEW

A performance review is an excellent opportunity to celebrate the work accomplished over the past year and receive helpful feedback for further growth and job mastery. Use the following steps and questions below to prepare.

1. Pray for discernment and clarity
2. Use Workday to review progress on goals set for the year met and unmet.
 - If unmet, what were the obstacles, and/or where do you sense a gap in your performance?
 - What help or support do you need?
3. Reflect on major accomplishments and activities from the year. What are you most proud of?
4. Reflect on your strengths and skills that you used effectively to accomplish your work this year.
5. Reflect on what you learned. What would you do differently next time?
6. Reflect on the ways God formed you during this year with regard to character development, intimacy with Him, and experiencing His empowerment for the mission.
7. Complete the employee self-review and submit it within Workday