

How to Rock Your Next Performance Review

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INTRO

Welcome to another episode of *The Workforce Link Podcast*, where we're offering forward thinking conversations for the workforce, linking employers and job seekers to a brighter tomorrow. I'm your host Sundi Jo Graham with the Central Workforce Development Region and I'm glad to be back with you for another episode of *The Workforce Link Podcast*.

Maybe it's that time again - time for the yearly performance review. Some have anticipation. Others are dreading it.

Will your work record be scrutinized? In today's economy, have you proved your position is worth saving? Thoughts like that can bring on unnecessary stress.

But... it doesn't have to be like that. Your performance review can open the door for some great opportunities to show the positive impact you've had on the company.

In today's episode of *The Workforce Link Podcast*, we're going to discuss some tips on how you can be prepared for that next performance review.

Speaking of reviews, if you haven't already, mind heading over to wherever it is you enjoy podcasts and leave us a review? And I'd love for you to share this podcast with others. Whether you're sharing with another business owner, or a team member who needs a little help pushing through, let them know about this podcast. We want to help as many people as possible win in the workforce, and word of mouth is the best way to make that happen.

You and your friends can listen to *The Workforce Link Podcast* on pretty much any platform: Apple, Spotify, or right on our website at theworkforcelink.com. We're everywhere so it's easy for you to spread the word. And thanks so much for being willing to tell others about it.

So, now that we've taken care of that, let's dive into today's episode on how to rock your next performance review.

DISCUSSION

So, as we've already talked about, overthinking your performance review can bring on some much needed stress. Don't do that to yourself.

That doesn't mean, though, that it's not important to prepare.

Here are some tips to help. I'm giving you four tips to for sure pay attention to, but stay tuned for the last one, because I'm going to give you a bonus tip.

1) HAVE AN OPEN MIND

Criticism is good for growth, if it's the right kind. We should all be open to constructive criticism.

Here's the thing. We **all** have things we can do to improve ourselves.

Don't be defensive if your boss points out some things you need to work on. If you embrace constructive criticism, you can use it to improve.

I repeat. Don't be defensive. Be willing to take feedback to tell you how you can do better. Let me just tell you, it's the teachable people that stand out. The teachable team members who get promotions and raises. Be teachable. It pays off.

2) DON'T GET SURPRISED

The last thing you want to do is walk into your performance review and get a nasty surprise you didn't expect.

So, how do you avoid this? Ask for feedback all year long. Don't just wait for *the day*. Don't assume that no news is good news. Ask how you're doing. Ask what you can do differently. If you know there's something you struggle with, don't until day 365 to talk about it.

I'll give you one of my own. I swear that you'd think filling out my timesheet would take a rocket scientist. I suck at it. I can write you a book, blog post, or create a podcast episode, but ask me to fill out a timesheet and my brain freezes. I'm serious. Why it's so hard I have no idea.

It was recognized in my performance review, but I wasn't surprised by it, because I'd acknowledged the problem before we ever got there. And I don't get to just make excuses for not doing it right. I have to fix it. Good news is I've gotten much better.

Make sure you're keeping your boss updated, too, on the status of projects you're working on. Ask them if you're going in the right direction or if they have changes they recommend?

So, don't be afraid to ask and acknowledge ahead of time things you need to work on.

PROMO - WORK-BASED LEARNING

Do you want hands-on experience as you decide what career you want to pursue? Through on-the-job training, work experiences, and apprenticeships, Central Missouri Job Center staff are ready to help set you up for success today!

Learn more about our on-the-job training program, an excellent opportunity to get hands-on experience from an employer while earning a paycheck. It's a win-win for everyone. Employers get the workforce they need and you get the experience you need!

Or there's our Work Experience Program, available to job seekers ages 14-24 who have little or no past work experience. This provides the opportunity to meet with prospective employers while also taking advantage of critical workplace training. Gaining work experience gives you the needed work background to secure future jobs.

And don't forget about our Registered Apprenticeship opportunities, which is an alternative "earn while you learn" combination of training and employment. Apprentice workers gradually earn more as they reach higher levels of productivity. In addition to rewarding performance, a Registered Apprenticeship combines employer-driven, job-related instruction with extensive on-the-job learning under the supervision of a trade professional. After completing a Registered Apprenticeship, the apprentice receives a nationally-recognized occupational credential that communicates the standards and high level of training that their employer provides.

To learn more about our work-based learning programs, visit cwdregion.com/learning today and find the Central Region Job Center near you! Again, that's cwdregion.com/learning.

3) SHOW YOUR GROWTH

Have you addressed the weak spots that were maybe acknowledged in past reviews? Make sure you don't just tell your boss that, but show it. If you received some constructive criticism last year, make sure that your boss knows you've worked to make improvements.

Did your boss tell you to do better at filling out your timesheet? Make sure you're paying attention to that and doing better. If I'm waiting until Week 51 before I start making changes, I have shown no initiative to do or be better. Why would I expect a good review? Why would I expect a raise? Promotion? Whatever it is?

If you were asked to improve on how you communicate with your other co-workers, hopefully again, you're not waiting until week 51 to start making progress in that area. That won't help you; it will only hurt you.

4) COME WITH A PLAN

If you're hoping to grow in the ranks of your company, if that's a possibility, make sure you're working year-round to develop your role. Show up with some goals you have to grow and develop the company and yourself.

Or if you're struggling with some expectations of your role, be honest about it. Don't just talk about what you're struggling with. Talk about a plan you have to address that problem.

Maybe you've found some extra training you can do? Maybe you've partnered up with another team member who has strengths in that area. Be creative. Find ways. If you're willing to go to some extra training to do your job better, many times your boss will make that investment because you've taken the initiative.

5) AN EXTRA CHALLENGE

You don't HAVE to do this, but I want to encourage you to give it a try. Show up to your next performance review with goals and accomplishments that you have succeeded at over the last year. This isn't just good for your boss, this is good for you as you grow, both as an employee and a person.

Show up with some proven examples of what you've accomplished. Give some examples of what you've done that goes above and beyond the normal expectations - more than just your required tasks.

RECAP

So, let's do a quick recap of what we went over today in order to rock your next performance review:

1. Have an open mind.
2. Don't get surprised.
3. Show your growth.
4. Comp with a plan.
5. Bonus: Prove what you've accomplished.

And remember that your next performance review doesn't have to be filled with stress. Take some time to prepare and you'll make the most of your next meeting with your boss.

CLOSING

I hope this episode was helpful for you today, and if so, please share with others, oh.. And if you haven't already, don't forget to go leave us a review... preferably 5-star.

And if you need some assistance with learning how to be confident to go into your next performance review, don't hesitate to reach out to our Central Missouri Job Centers for assistance from one of our Career Manager. You can find your closest Job Center at cwdregion.com/jobcenters.

Have a great week and we'll meet again in the next episode. Until then.. Remember this... There's always a brighter tomorrow if you're willing to find it.

Links in Today's Episode:

[Work-Based Learning
Job Centers](#)