

# Solutions for Work and Life: Performance Reviews

January 19, 2007

Whether you're preparing for your upcoming performance review, still smiling (or stewing) over your last performance review, or dreading the next one, consider the steps you can take now to position yourself for the best possible outcome.

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## Writing Your Own Performance Review

Performance review time – potentially one of the least desired events of the work year. Your experiences could range from receiving seemingly arbitrary comments, vacuous praise, a sense that your manager hates this more than you do, to comments on a job well done and even the (occasional) useful comment.

Can you make this a better experience for yourself and your manager? Can you prepare? Yes to the latter, you can certainly prepare, and even better, you can prepare for your review throughout the year. The answer to the first is that it cannot hurt to try, even if you have the most difficult manager imaginable.

**Learn everything you can about the review process.** What is the corporate policy on reviews? Does your division or organization implement the policy in a specific way? How do the reviews influence the individual's compensation? Is there an overall summary, for example, a letter or ranking? If there is a summary, is it completely at the discretion of the manager, done by a management team, or based on some form of forced ranking? How are the rankings linked to overall corporate, division or group performance?

**Understand your boss's objectives and beliefs.** Is he doing this to check off a box? Does she want to present her employees in the best possible light to others? Is he truly interested in your development? Does she have a hidden agenda? Does he believe that performance reviews are primarily for the benefit of the organization or for your development? Is there any political benefit to your manager for investing her time in this process? What is the political payoff to your manager for over-evaluating or under-evaluating his team?

**Gather the relevant information.** Throughout the year, ...

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Managing and being managed each present unique challenges. Read Solutions Group assists managers and employees achieve their potential. With you, we listen, we find clarity in the need, we identify what's getting in the way and we hold you accountable for moving forward on the solutions we jointly create. Finally, we acknowledge and celebrate your growth.

Give yourself the gift of having someone listen to you and to walk with you on your journey. Try coaching today!

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Seek success in all that you do!

Sherry L. Read  
[Sherry@ReadSolutionsGroup.com](mailto:Sherry@ReadSolutionsGroup.com)  
[Read Solutions Group](#)