

How to Prepare for your Annual Performance Review

Ways An Employee Can Prepare for their Annual Performance Review

- Update yourself on the annual performance review process and system for the current annual performance review period by reviewing guidelines such as the *Performance Review System User Guide* and training resources such as video tutorials found on the [Employee Performance Management](#) website.
- Review your position description and, if you identify information that needs to be updated, share that information with your supervisor in your review meeting.
 - To review your position description: Log into your “myBama” account, click the PageUp icon to access your position description. Once logged into PageUp, click to expand the menu in the top, left-hand corner and select ‘My Position Description’ under ‘Workflows’.
- Gather information on the following topics:
 - What were your accomplishments throughout the past year?
 - What lessons you learned and what areas you could have improved upon?
 - What progress has been made on your goals and objectives, if applicable?
 - What professional development did you complete?
 - What professional development opportunities are you interested in?
 - Write down any questions you have for your supervisor.
 - Think about at least one thing you would like to focus on for the upcoming year.
- It’s not uncommon for employees to be reluctant to “toot their own horn” so take the time to highlight your achievements.
- It’s also not uncommon for employees to receive some form of constructive feedback on areas that can be improved so be prepared for and open to feedback.
- Once the performance review system is open, log in to add your goals for the current review year, if not already submitted, and/or complete a self-assessment, if directed to do either by your supervisor.