

## Annual Review

### *Tips from the employee's perspective*

#### 1. Show up prepared

Take this opportunity to shine. Review your activities and progress, and reflect on how well your priorities have been met. Note your achievements, as well as things you might be struggling with.

#### 2. Lead with your best self

Showcase the best of what you've brought to the table. Lead with your personal strengths and successes.

Questions for reflection

- *Of all I've done, what are my proudest achievements this year?*
- *What gifts and talents do I have that helped make those things possible?*
- *What relationships did I strengthen? How did I help others succeed?*
- *Where did I not achieve what I'd hoped and what did I learn that will help me next year?*

#### 3. Look to the future

The real value in talking through what you've achieved, experienced and learned is to help focus your future development and performance next year and beyond.

Questions for reflection

- *What engages me most about my work? What do I want to do more of? Less of?*
- *What talents, qualities or successes do I want to build on? What might I want to improve on?*
- *Would I like to see my role or responsibilities evolve? How? Why?*
- *How can my answers to these questions shape my contribution, priorities and development next year?*

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*"I'd like more details."*

[IQ](#)  
[MySource](#)

*"I'd like to talk to someone."*

Technical questions – Shared Services  
Questions on process – Your manager