Year-in-Review Conversation Guide for Managers

While ongoing feedback with employees is critical for their success, the annual Year-in-Review Conversation provides focused time to reflect on past accomplishments and look to the future. The Year-in-Review Conversation is an opportunity to:

* **Review progress** in core responsibilities and new objectives
* **Acknowledge success** and share **opportunities for improvement**
* Uncover and address **barriers**
* Discuss your employee’s **career goals**
* Let your employee know how you have assessed their **overall performance**
* Ensure that your employee knows that you are **committed to their success**

# **Holding the Annual Year-in-Review Conversation**

Thank your employee for making time for the conversation and let them know that this is an opportunity to reflect on the past year and to look toward to the future.

The following page includes questions to guide your conversation.

Organize your Year-in-Review Conversation around **three** key topics:

# **Potential Questions**

**1. What Happened This Year?**

* As you reflect on the past year, what do you consider to be your most significant accomplishments?
* What was most rewarding? What was most frustrating?
* Are there work tasks or goals that did not get accomplished? If so, what happened?
* As you review K-State’s Values and Standards of Excellence, which seem most important to your work?
* How would you describe your relationships with other co-workers? Are you supporting them and are they supporting you?
* I see your key strengths as (list them here). Are there other strengths that are important to you?
* I’ve awarded you the (X) performance level for this year. Does that seem aligned with your performance this year?

**2. What Do You Need?**

* Do you feel like you are growing in your role? Is it challenging enough?
* Are there changes in your work or the workgroup that you would like to see?
* Are there skills you would like to develop?
* What opportunities you would like to pursue?
* What would make your work more meaningful?
* What could I do to better support your success?

**3. What’s Next?**

In anticipation of a future meeting in which you will partner with your employee to create a performance plan for the next year, take notes on your employee’s comments about what they need to grow and be more satisfied int their role. You can refer to these when you have a future planning meeting.

# **Wrapping Up the Year-in-Review Conversation**

In some cases, the Year-in-Review Conversation may prompt you to revise your original performance assessment. If changes seem appropriate, let your employee know that you will provide an updated document shortly.