Year-in-Review Conversation Guide for Employees

The annual Year-in-Review process provides focused time to reflect on past accomplishments and look to the future. It is an opportunity to:

* **Review progress** related to your core responsibilities and objectives
* **Reflect** on how you model K-State’s Values and demonstrate Standards of Excellence
* **Discuss barriers** that are limiting your effectiveness or satisfaction
* Talk about your **career goals**
* Learn how your supervisor views **your performance**

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

 **Be Prepared**

* Review the Annual Self-Reflection document you prepared.
* Because it can sometimes be hard to remember all that is said during a Year-in-Review Conversation, be prepared to make notes of key points.
* Recognize that managers and supervisors are sometimes nervous about career-related conversations, especially if they are not used to giving regular feedback.

 **Speak Openly**

* Share what went well over the past year and where you were challenged to make progress.
* Talk about your ideas for using your strengths and making your work more fulfilling.
* Let your supervisor know what you need to feel supported.

 **Reflect on What You Have Heard**

As you consider the feedback your supervisor has provided, reflect on the following questions:

* What strengths does your supervisor recognize?
* Where are your opportunities for growth?
* Does the performance level you have been awarded accurately reflect your contributions? If you believe it does not, ask your supervisor for clarification and to explain what would be required to achieve a different performance level in the future.

 **Finish Strong**

 Thank your supervisor for the opportunity for the conversation and the feedback. Finally,
 summarize the key points from your meeting to confirm that you have understood them.