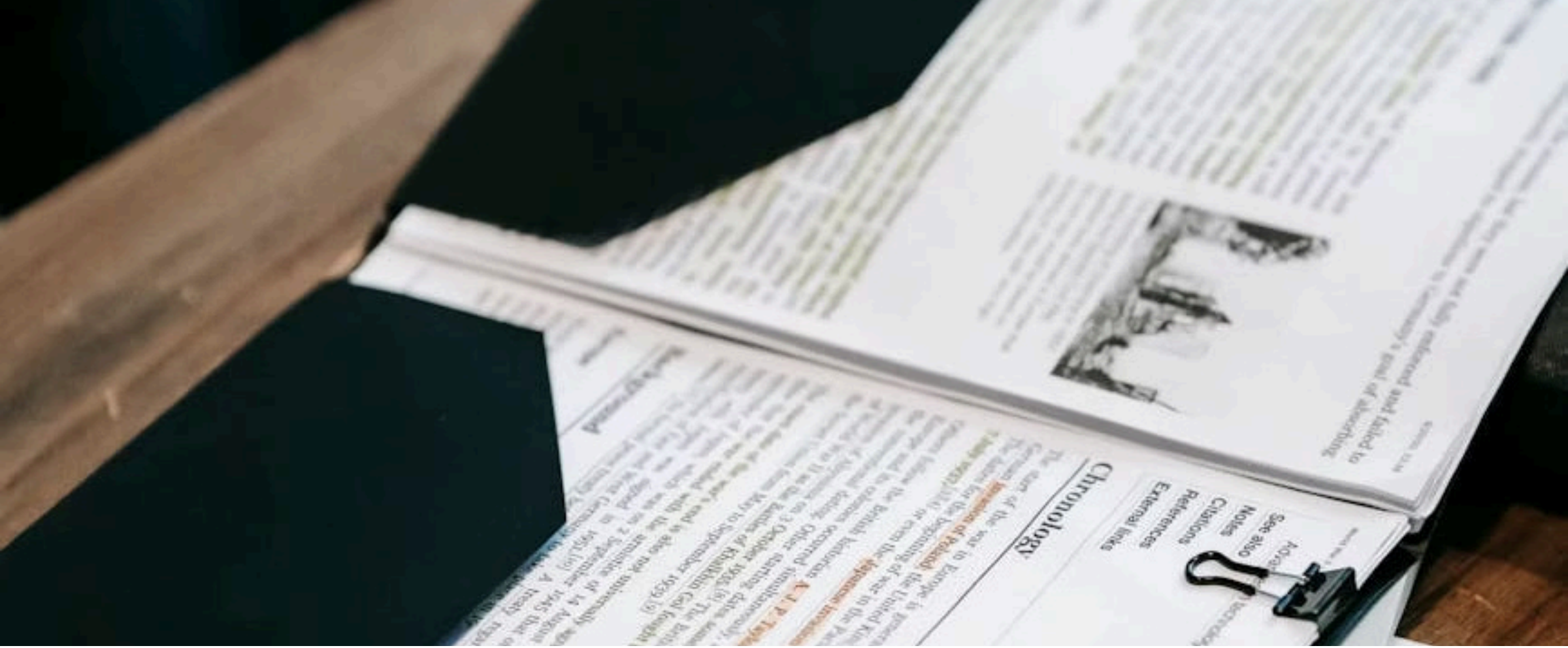




Ready for Your Performance Discussion?

Master the art of preparation and make every review count



Essential Information Sources



Job Description

Review role responsibilities and agreed performance plan



Discussion Notes

Track changes and conversations throughout review period



Performance Records

Sales reports, service records, quality assurance data



Assessment Guidelines

Ratings definitions and prescribed standards



Manager's Preparation Checklist

01

Study Performance Plan

Review targets and objectives carefully

02

Analyse Job Priorities

Understand key responsibilities and expectations

03

Review Performance Data

Examine organisational records and metrics

04

Prepare Discussion Points

Identify achievements and development areas



Employee Preparation Guide

Review Your Performance

- Examine performance plan thoroughly
- Assess targets met and missed
- Identify reasons for outcomes

Plan Ahead

- Consider next period's goals
- Review business plans briefing
- Think about development needs

📄 Use personal development planning tools to identify future possibilities and growth opportunities.



Setting Up Success

1

Choose Right Time

Schedule when both parties can focus without interruptions

2

Select Suitable Place

Private, comfortable space for open conversation

3

Prepare Materials

Gather all relevant documents and records



Structure Your Discussion

Create genuine two-way exchange, not control mechanism



Open Dialogue

Encourage honest, balanced conversation



Review Performance

Discuss achievements and challenges together



Plan Development

Set goals and identify opportunities

Draw up a structured plan for each discussion to ensure productive outcomes



Make Every Discussion Count

Preparation transforms performance reviews into powerful development opportunities

Need expert guidance? Contact [HR Unlocked](#) for professional support

Share this guide with your team