

GET THE JOB

Benefiting From Performance Reviews

Using Feedback to Strengthen Your Career Growth at Work

Annual performance reviews are often seen as a routine part of the work year, but they can serve a more useful purpose. A review gives employees and managers time to look at progress, discuss goals and identify practical steps for growth.

Preparation can make that conversation more productive. Before a review, it helps to gather examples of completed projects, new responsibilities and measurable results from the past year. That record can give shape to the discussion and help ensure key contributions are not overlooked.

A review also works best when employees think ahead about what they want to learn next. That might include stronger communication skills, training on new software or a path toward leadership duties. Bringing those goals into the meeting can turn a backward-looking evaluation into a forward-looking plan.

STARTING WITH PREPARATION

Good preparation is rooted in facts. Notes on deadlines met, customer feedback received, sales closed, problems solved or processes



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improved can help employees speak clearly about their work. Specific examples are often more useful than general impressions.

It also helps to review the job description and any goals set in the previous review. That creates a fair comparison between what was expected and what was accomplished. If priorities changed during the year, employees can explain how they adapted and

where they added value.

Questions are another part of preparation. Employees may want to ask which skills matter most for advancement, where improvement is needed and what success should look like over the next six to 12 months. Clear questions can lead to clear answers.

USING FEEDBACK WELL

Not every part of a review is

easy to hear, but constructive feedback can still be useful. Listening carefully, asking for examples and taking notes can help employees understand what their manager is really saying. That can prevent confusion later.

If a concern is raised, it is often helpful to focus on solutions. An employee might ask what steps would show progress, how improvement will be measured and when to

check in again. This approach keeps the conversation professional and centered on growth.

Positive feedback matters too. When managers point out strengths, employees can ask how to build on them. A skill in problem-solving, teamwork or customer service may open the door to future assignments and wider responsibility.

LOOKING AHEAD

A strong review should not end when the meeting does. Following up with a short summary of goals, expectations and next steps can keep both sides aligned. It also creates a useful reference point for the months ahead.

Regular check-ins during the year can make the next annual review less stressful and more meaningful. Instead of waiting for one formal meeting, employees can track progress and adjust as priorities change.

Used thoughtfully, performance reviews can support steady career development. With preparation, openness and a focus on practical next steps, a standard workplace process can become a valuable tool for growth.