



Performance Management End of Year Review

Manager Process Overview

Want to make the most of your End of Year Review? Start here!

From **May 1 – June 30**, our Performance Management system opens for End of Year Review. This piece of our performance cycle is an opportunity for employees and managers to celebrate accomplishments, discuss strengths, and identify areas of further development in relation to position-specific responsibilities, overall performance, and career aspirations.

Preparing for the process

1. Proactively review the goals and Progress Notes your team has entered in the system. Note any changes to your function's strategic priorities and identify their impact on your team's written goals.
2. Schedule time with each of your direct reports at least 2-3 weeks in advance to ensure all are prepared for their End of Year Review.

Conducting the conversation

- In conducting the End of Year Review, remember that your direct reports are counting on you for honest coaching and feedback. Approach the conversation with a growth mindset, ready to provide opportunities for growth and recognize where any growth has taken place, as well.
- Ask your direct report open-ended questions to generate a more productive dialogue:
 - What accomplishments are you proud of over the last six months?
 - What was a miss, and how did you learn from it?
 - How can I – as your manager – better support you?
- At the end of the conversation, thank your direct report for all their work over this past year. Restate goals that you will revisit in the next fiscal year (if any). Be sure to take notes during the session so that you can update the **Progress Notes** in the system accordingly.

Finalization

1. After conducting the End of Year Review conversation, your direct report will make the necessary updates in the Performance Management Tool. Use this time to update the **Progress Notes** section.
2. The updated goals will arrive in your queue after your direct report selects **Submit for Approval**.
3. Based on their inputs and the alignment with your conversation, **Approve** or **Reject** the goals.

Want to learn more about the system? [Click here for the End of Year Review System Guide for Managers.](#)

For more resources and tutorials, visit [the OneRED website.](#)