

Five ways to make the most of your Performance Review

It's that time again and we recommend using all the tools at your disposal to get the most out of your annual performance review.

1 **Fill out your self-evaluation**

Very few people use this important tool. Take the time to complete your self-evaluation form and include detailed reasons for your evaluation. Be sure to take it with you to your performance review meeting. During your review meeting ask questions, ask for clarification, and keep notes.

2 **Make sure you understand the reasons why you are being given a certain rating.**

If you decide to challenge a specific rating or your overall rating you will need to know the reasons why your performance was rated the way it was.

3 **If you disagree with a rating or with your review, explain why.**

If you don't agree, present your case. Explain why you disagree and ask for it to be changed.

4 **Add your side of the story.**

Complete all personal comment sections on your final review. Whether you agree or disagree, it's important to include your personal comments to round out the review and present your point of view.

5 **Don't agree with your review? Appeal it.**

If you get a rating you disagree with you have access to an appeal process with help from GSU.



Final thoughts:

If you don't understand the performance review process, ask that an information session with the Human Resources business partner be arranged.

If you are assigned the responsibility for evaluating another employee's performance make sure you understand how to do performance reviews, the process and procedures. Ask for training or assistance from your Market Centre Manager and Human Resources department.

Additional detailed information on performance reviews and other issues in the workplace is available at www.gsu.ca under the I NEED HELP tab.

If you need advice or assistance contact the GSU office toll-free at 1.866.522.6686 in Regina or 1.855.384.7314 in Saskatoon.