

# 7 Mistakes that Employees should avoid during Performance Reviews



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# Mistake #1

## **Lack of Preparation**

Failing to give due attention and thoughtful preparation to a performance review can demonstrate a lack of seriousness on the part of the employee.

TIP: Keep key performance metrics, goal results, customer appreciation and other relevant data handy for the discussion

## Mistake #2

### **Inability to articulate value/ impact**

Your ability to articulate your goal results and accomplishments can give you an edge in the discussion.

TIP: 1) Include tangible benefits and quantifiable results instead of generic statements which don't speak of the impact  
2) Ensure not to over-embellish your achievements or take credit for something you haven't done

# Mistake #3

## Get defensive while receiving feedback

Most employees would typically Accept, Reject or Contest the feedback received from managers.

TIP : An ability to listen deeply, stay objective and be open while not making excuses or passing the buck will build your credibility

# Mistake #4

## **Turning a performance review into a salary negotiation**

The main purpose of a performance review is to review goals and performance gaps.

Compensation increases and incentives are an outcome of the process and employees should not excessively focus on this

TIP: Try to re-inforce the value you bring to the table and the tangible business impact you deliver

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# Mistake #5

## Peer comparison

Your performance review is not about your peers. It's about YOU. Making unhealthy comparisons or indulging in finger-pointing can dilute the essence of this discussion.

TIP : Refrain from speaking about projects which got assigned to your colleagues or make references to peers' compensation.

# Mistake #6

## **No Follow-up Action Plan**

An inability to follow up on actions and improvement gaps will render the performance evaluation ineffective.

TIP: Be sure to capture notes, align key expectations and prepare a detailed plan to address performance gaps (Dont forget to have this reviewed periodically.)

# Mistake #7

## **Not discussing Career goals**

While discussing past performance, a good performance review should also take on a futuristic view to discuss career goals and expectations

TIP : Try to be as precise while communicating your career goals and the specific support you will need from your manager in reaching there



In case you want to leverage an upcoming performance discussion to increase your opportunities to advance in your career, then let's connect!



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