

UABLEARNDEVWHISPER

A Weekly Publication of Learning

Your Mini-Performance Review

Your FY20 performance evaluation is here. That meeting where you discuss with management your accomplishments, goals, and improvements. However, meetings like these should be taking place throughout the year and can be considered, “mini-performance reviews.”

At each meeting, let your manager know what you have accomplished, goals you have achieved, what you are working on, and what you would like to learn.

Ask questions, and take notes during each meeting, especially on things you should be doing or tasks, projects, or skills where you need to improve. Use the notes and meetings to prepare for your annual review so there won't be any surprises.

CALL TO ACTION:

- If you are not meeting on a regular basis with your manager, ask for them. Ask for feedback on how you are doing, and/or suggestions on how to improve. Write them down and act on them immediately.
- Keep notes on your accomplishments with accurate dates and information.
- Keep a list of how you have grown in your job/career. List courses or videos you have watched, webinars you have attended, or books you have read related to your job/career. Also, think of ways you've helped others grow and develop.
- Make a list of how you have used what you have learned to improve your skills or job/career.
- Perform a self-review. How would you rate yourself on understanding UAB, values, achieving results, and building relationships?

KEEP ON LEARNING*

- ▶ Read the LinkedIn article by Keith Tatley, CFO, on [Questions to Ask Your Boss in One on Ones](#).
- ▶ Check out this article from themuse, [How to Have a Successful One-on-One with Your Boss](#).
- ▶ Watch this *video, [The Weekly Review with your Manager](#) (2m 59s).
- ▶ Review resources and tools at uab.edu/performancegmt.
- ▶ Here's another helpful *video, [Give Yourself an Honest Performance Review](#). (3m 50s).

**Benefits-eligible UAB, VIVA Health, Callahan, UABHS and HSF employees have free access to LinkedIn Learning platform. If you have questions, please email campuslearning@uab.edu.*

Please Note: When watching a LinkedIn Learning course/video, read the sign-in dialogue boxes carefully.



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The University of Alabama at Birmingham

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