

# Make Reviews Meaningful

The annual performance review is one opportunity to have a meaningful conversation with your team member about their goals, performance, and growth. Use these strategies to give yourself the time needed to make this year's performance conversations impactful and engaging for your team.



## Support

Visit the [Organizational Development & Learning](#) site for tutorials, guides, planning documents, and other resources related to Performance Management.

1

### START EARLY!

Begin writing reviews now. The earlier you start, the easier it will be to complete successful reviews.

2

### BREAK UP YOUR SPAN OF CONTROL OVER TIME

The performance review cycle takes place over four months (November - February). Divide your span of control by 4 and aim to complete that many reviews each month.

3

### ASSIGN ALTERNATIVE REVIEWERS.

Alternate reviews are available for leaders who have more than 50 direct reports, will be on leave or absence, or have reports who transferred internally late in the year. Assign the alternate reviewer early to streamline the process.

4

### REACH OUT TO PREVIOUS LEADERS

If you have reports who transferred internally to your department, reach out to their previous leader to get input and feedback for their performance review.