

Stage 5: The First Year

I wrapped up the first year of employment with a performance review.

* *The purpose of an annual review is to analyze and evaluate an employee's performance and then provide coaching and support to help the employee succeed in their job. It's also an opportunity to celebrate successes and challenges that were faced and overcome.

Here are some things to discuss with your employee:

- ✓ **Practicalities:** Check in with the employee and see how their first year has been.
- ✓ **Performance:** Discuss the employee's performance over the past year. Celebrate successes and assess their overall progress and areas for improvement/continued growth and development.
- ✓ **Future:** Discuss opportunities for professional and personal development. Ask the employee to share career goals.

*It's important to note that there shouldn't be any surprises for the employee during the performance review meeting. Have regular check-ins (informal coaching that happens as needed and in the moment, and regularly scheduled one-on-one meetings) to discuss performance and goals.

