



ANNUAL REVIEW TOOLKIT

Annual reviews are an important reflection point for you and your manager to have a good quality, meaningful conversation to review the year, set objectives and plan for your performance and career development.

If you require this document in an alternative format please contact
learninganddevelopment@ed.ac.uk

7 TIPS FOR SUCCESSFUL REVIEWS

Reviews are a great way of understanding what makes your team tick. But do you sometimes feel uncomfortable having them? Don't worry these dos and don'ts are here to help.



CHECKLIST FOR SUCCESSFUL REVIEWS

This handy guide provides a framework for an effective performance review



EFFECTIVE REVIEWS

This article examines what makes a good annual review, what you and your team member should get from it, and how to run one – even under lockdown.



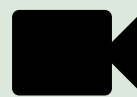
VIRTUAL REVIEWS

For many of us remote working will continue to be our 'new normal' for the next months. This course takes a closer look at how to use virtual environments to achieve meaningful, powerful development conversations



REFLECTION FOR REVIEW

When preparing for your review it is important to reflect on how things are for you personally and professionally. This short video poses questions to support you to give yourself an honest performance review.



CAREER DEVELOPMENT

Annual Review is a good time to think about your own development plan for your future career. This toolkit will help you identify the steps to take to lead you to a more rewarding and motivating career.



SKILLS FOR SUCCESSFUL REVIEW CONVERSATIONS

Effective communication skills are key to positive performance and development conversations. This toolkit will help you review and develop your skills in preparation for reviews.

