Truvelop

THE YEAR END REVIEW:
WHAT TO EXPECT

Objectives

- During the year-end review, you can expect to reflect on the following topics (**highlight actionable, relevant, and measurable behaviors**):
  - Employee's accomplishments and achieved milestones
  - Employee's areas of opportunity and obstacles
  - Short and long-term goals
  - Support from manager and company needed to meet goals
- Renew Team Member commitment going into the new year
- Document notes in worksheet and attach to a Spark

Outcome Goal

After this touchpoint, the Manager and Team Member should have a strong understanding of the performance goals and expectations heading into the new year. The Team Member should have feelings of renewed commitment and purpose.

Reflect Before the Touchpoint

- What do I know about this Team Member? (Reflect on the Evaluation Summary, strengths, and areas for growth)

- What are my expectations for the Team Member going into the next year? What potential do I see?

- How can I align this Team Member's goals with our organizational goals?

- How can I best support this Team Member in the upcoming year?

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Leveraging Truvelop

One of the biggest perks of using Truvelop is that you are no longer relying on a bulky year-end review. Now, this conversation is more reflective and celebratory in nature. You can set the stage for this discussion by:

- **Generate a Report** from the Team Member dashboard to organize all of the documented feedback from this past year
- Share major themes, achievements, and milestones
- Inspire reflection and renewed commitment
  - Look at the Detailed Reporting. What are the changes in performance telling us? What were the key drivers of behavior changes?
  - How can you and your team continue to support this Team Member?

Questions to Ask the Team Member

- What strengths or new skills have you developed this past year?

- What do you want to do differently going forward?

- What are your top performance goals for this year? Do they align with our organizational goals?

- How can I best support you ?

Any Additional Notes?

Don't forget to put these notes in a Spark! You can either attach this document as a PDF or you can type out your notes and send a private Spark so that you can go back and reference these notes.